MEMOSCRIPT SHORTHAND

VR
653
C772i

ROANOKE
VIRGINIA, CHARTERED 1882

ROANOKE CITY PUBLIC
LIBRARY SYSTEM

Central Library
Virginia Room

Presented to

ROANOKE
PUBLIC
LIBRARY

In Memory of

G. W. TOMPKINS
1855-1939

INTERNATIONAL MEMOSCRIPT

OR

COOK SHORTHAND

By JESSE L. COOK
Roanoke, Virginia, U. S. A.

An Approved Light Line System

Adaptable to Any Modern Language

A Practical Course for Schools and Colleges

PUBLIC LIBRARY
ROANOKE, VA.

Published by
J. L. COOK & SON
Roanoke, Virginia

(Copyright, 1929, by Jesse L. Cook)

JESSE L. COOK, AUTHOR

359717 Cop. 1 VRef 653 C772i

PREFACE

The first shorthand was written so long ago that we are not very certain about it. Quintus Ennis, a Roman Poet, constructed a method of rapid writing, about 200 B. C. He is said to have used 1,100 symbols, or word-pictures. Marcus Tullius Tiro used 5,000 symbols to record the orations of Cicero, about 60 B. C. "Tironian Shorthand" was taught and used in Rome for about ten centuries.

Dr. Timothe Bright, of London, published, in 1588 A. D., the first English shorthand. Peter Bales, the penman, published, in 1590 A. D., a system of "abbreviated longhand." John Willis, in 1602 A. D., published the first system of shorthand ever used to any great extent. Since the time of John Willis, not less than 500 systems of shorthand have been published in the English language. Many authors have spent years trying to construct a simple phonetic alphabet and rules that result in clear, swift combinations.

COOK SHORTHAND is a simple light-line system, so constructed that every sound of any word can be clearly and briefly recorded with a minimum amount of writing. It is the result of over twenty years' work. The lessons have been carefully tried out in the class-room, and hundreds of graduates have become successful stenographers.

With sincere regard for all earnest authors, teachers, and students of shorthand, I am

Yours sincerely,

JESSE L. COOK.

DEDICATION

IN acknowledgement of his loyal support and earnest help during the many years it has taken to develop Memoscript, I dedicate this book to my only child, my son,

Culver H. Cook.

Roanoke, Virginia.

International Memoscript or Cook Shorthand

LESSON ONE

Sec. 1

COOK SHORTHAND is a method of writing words clearly and rapidly by the use of simple phonetic characters or signs.

A SHORTHAND CHARACTER is a stroke, hook, or circle employed to represent a spoken sound or a combination of spoken sounds.

Spelling By Sound

Shorthand is written according to sound. "Silent letters" are used in many printed words but not in shorthand. Each shorthand character represents a spoken sound; therefore, everything written is to be read.

AN ELEMENTARY SOUND is one that cannot be divided into two or more distinct parts.

A SYLLABLE is a sound or combination of sounds which can be spoken with a single united effort of the vocal organs.

A VOWEL SOUND is one produced by the vibration of the vocal cords, and more or less modified, but not obstructed, by the other organs of speech.

A LONG VOWEL SOUND is one that is somewhat continued or prolonged with an un-

obstructed voice, usually of good volume. Pronunciation and accent also aid in giving long vowel sounds their distinct quality. A, as in ATE; E, as in EAT; I, as in ICE; O, as in OLD; U, as in USE; and OO, as in SHOOT, are generally considered as being Long Vowel Sounds.

A SHORT VOWEL SOUND is one usually spoken quite briefly with an unobstructed voice but of rather limited volume. Pronunciation and accent also help to distinguish Short Vowel Sounds. They are: a, as in AT; e, as in PET, i, as in IT; o, as in ODD; u, as in UP; and oo, as in BOOK. (In this book, small letters are used to indicate short vowel sounds, and capitals are used for long vowels.)

A DIPHTHONG is a combination of two or more vowel sounds in one syllable. OW, as in HOW, and OI, as in OIL, are diphthongs. (Long A, long I, and long U are sometimes given as diphthongs, but are not so considered in shorthand.)

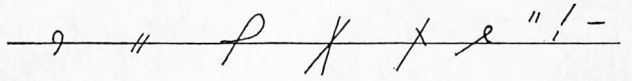
BROAD A, as in FALL, and O, as in FOR, are the same sound and are represented in shorthand by the same character. SHORT O, as in ODD, and ITALIAN A, as in ARE, are also represented in shorthand by the same character.

A CONSONANT SOUND is one made with a voice or breath more or less modified and more or less obstructed by the organs of speech. (In this book, "Loud Consonants" are represented by long characters and "Light Consonants" are represented by short characters.)

Punctuation

As a general rule, the stenographer does very little punctuating while taking dictation, except to indicate periods and paragraphs, but, when required, the following characters will be found convenient.

1. Comma, begins with a small hook.
2. Period, two short strokes made downward.
3. Paragraph, loop begins on line.
4. Colon, a long X.
5. Semicolon, a short X with one line long.
6. Question, straight upward-f o r w a r d stroke ending with a small circle and tick.
7. Quotation, two downward ticks written high.
8. Exclamation, a straight tick with another below.
9. Dash, a short horizontal tick written high.



If it is necessary to indicate that a word begins with a capital letter, place a dash beneath the first character of the word.

When taking dictation, separate one dictation from another by drawing a line across the note book, and when a page is transcribed draw a line down the center of the page.

It is a good plan to put the date at the top of each page of notes; the month number and day number is sufficient.

Supplies Needed

Provide yourself with a soft pencil, or pen and ink, and a shorthand note book that opens at the end.

Method of Learning

Write each exercise three or four times before you go ahead to the next lesson. Keep your pencil working. Do not try to memorize by merely looking at the illustrations. You must form the habit of writing, and while you are doing that you will memorize without much conscious effort.

A, E and I

Sec. 2

Long A, as it sounds in the word SAY, is a full-length straight stroke, written straight down, and is indicated by Cap. "A."

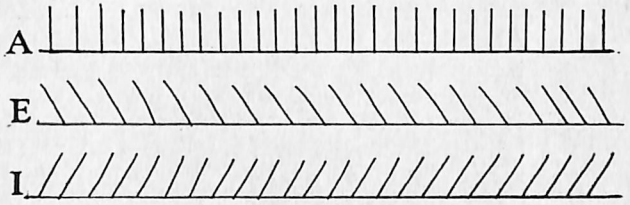
Long E, as it sounds in the word SEE, is a full-length straight stroke written obliquely downward and forward, and is indicated by Cap. "E." (To remember that E goes forward and downward, think of the banister or hand-rail of a flight of stairs going down forward.)

Long I, as it sounds in the word ICE, is a full-length straight stroke written obliquely downward and backward, and is indicated by

Cap. "I." (To remember that "I" goes downward and backward, think of a man leaning forward as when pushing a cart and think of the man as being "I.")

All vowels in this method are written downward. Long vowels are full-length strokes and short vowels are half-length strokes.

Write a line of A, a line of E, and a line of I, and, as you write each character, repeat the sound represented.



a, e and i

Sec. 3

Short a, as it sounds in the word AT, is a half-length straight character written straight down, like a stake, and is indicated by l. c. "a."

Short e, as it sounds in the word EGG, is a half-length straight character written obliquely downward and forward, like Long E, and is indicated by l. c. "e." (Think of it as being the banister or hand-rail of porch steps going down forward.)

Short i, as it sounds in the word IT, is a half-length straight character written obliquely downward and backward, like Long I, and is

indicated by l. c. "i." (Think of "i" as being the little brother of "I.")

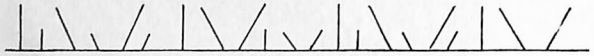
Write a line of a, a line of e, and a line of i, and be sure to speak the sound of each character each time you write it.

a

e

i

Now write a few lines of the six characters given, thus far, and speak each sound as you write it, thus:



S, Sh, Z and Zh

Sec. 4

S (read EHS), as it sounds in SAY, is a very small circle, and is indicated by Cap. "S."

Sh (read SHEH), as it sounds in SHE, is a large circle, at least twice as large as S, and is indicated by "Sh," being Cap. "S" and l. c. "h."

Z is generally well enough represented by "S," but, when it is better to be more exact, a dot is placed inside of a small circle to represent Z, and a dot inside of a large circle is Zh, as in AZURE, and is called "ZHAY."

Write a line of S, a line of Sh, a line of Z, and a line of Zh, about as follows:

S

Sh

Z

Zh

Circle characters are attached to the right-hand side (front side) of characters made in a downward direction and to the upper side of characters made in a forward direction. Circles are attached to other characters without raising the hand or even pausing. In this system of shorthand, circles are never written on the backs of curves.

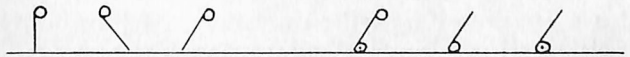
Word Writing Exercise

Sec. 5

The words given below are each preceded by letters that indicate the shorthand characters to be written for the words.

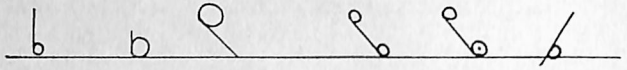
Remember that Cap. A, Cap. E, or Cap I always indicates a full-length stroke for a long sound, and that l. c. (lower case) small a, small e, or small i always indicates a half-length stroke for a short sound.

SA, say
SE, see
SI, sigh
SIZ, size
IS, ice
IZ, eyes



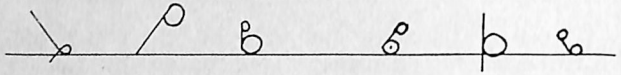
AS, ace
aSh, ash
ShE, she

SES, cease
SEZ, seize
ISi, icy



ESi, easy
ShI, shy
SaSh, sash

SiZ, sizz
ASha, Asia
SeS, says



Th, Thr and th

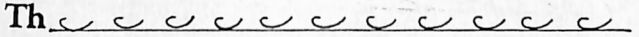
Sec. 6

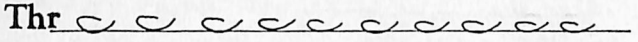
Th (read THUH), as it sounds in the word THY, is represented by a short curved character which begins with a small half-circle, facing forward, and ends with a short curved forward stroke, facing upward, and is indicated by Cap. "T" and l. c. "h" combined.

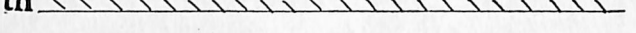
Thr (read THUR) as in EITHER, is represented by making the "initial hook" part of "Th" at least twice as deep as a half-circle, and is indicated by "Thr."

th (read THEE), as in the word THAT, is a very short straight stroke written obliquely downward and forward, and is indicated by l. c. "th." Short "e" is never written alone, while "th" is nearly always alone. "th" is used only for a few little words that occur very frequently. Whenever the sound of "th" is represented by a character joined to another, use the half-circle and stroke "Th" character.

Write a line of Th, a line of Thr, and a line of th.

Th 

Thr 

th 

(Note: Quarter-length characters are called "ticks.")

R and L

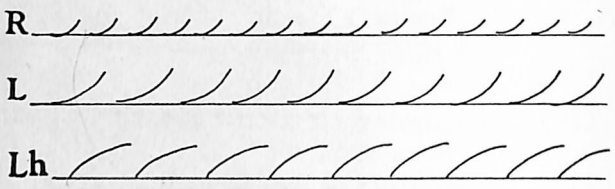
Sec. 7

R (read AHR), as in the word RACE, is a very short curved character beginning on the line and written forward and upward, and is indicated by Cap. "R." (R has somewhat the appearance of a short kite-string reaching from the ground.)

L (read EHL), as in the word LAY, is represented by a long full-length curved character beginning on the line and going forward and upward, like a kite-string, and is indicated by Cap. "L."

Lh (read LAY), as in SAIL, is an inverted L, and is used whenever more convenient than L, which is usually following a straight vowel.

Write a few lines of R, L, and Lh, about as follows:



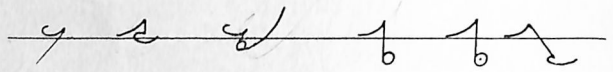
Word Writing Exercise

Sec. 8

Write the following words three or four times and notice the way the characters are joined together.

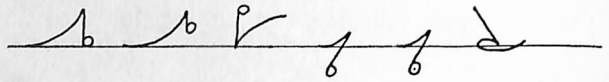
ThI, thy
RaTh, wrath
ThiSL, thistle

RAS, race
RAZ, raise
RETh, wreath



LAS, lace
LaS, lass
SALh, sail

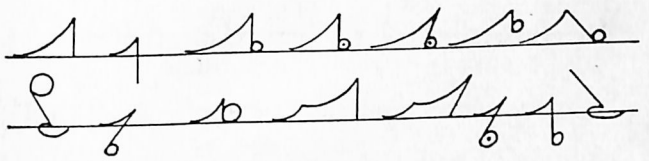
RIS, rice
RIZ, rise
EThr, either



Word Reading Exercise

Sec. 9

Read the following words, or write them in longhand.



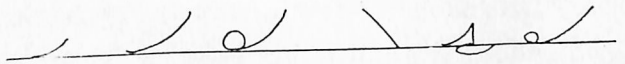
Word-Signs and Contractions

Sec. 10

Many common words occur so frequently that they are abbreviated as much as possible so as to save time. A single character used for a complete word is called a WORD-SIGN, and when two or more characters are written and one or more is omitted, the combination is called a CONTRACTION. It is of no importance whether the characters written are called Word-Signs or Contractions, but it is necessary to practice them persistently.

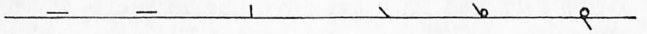
R, are
L, all
ShL, shall

E, he
RaThr, rather
SL, sell



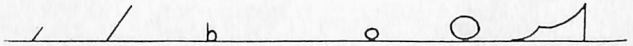
a short forward tick, a
a short forward tick, an
a, and

th, the
thS, these
Sth, south



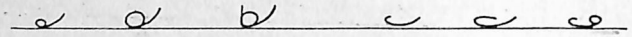
i, if
I, I
aS, as

S, is
Sh, should
RLA, relay



SR, sir
ShR, sure
aShR, assure

Th, they
Thr, their, there
ThS, those



Sentence Writing

Sec. 11

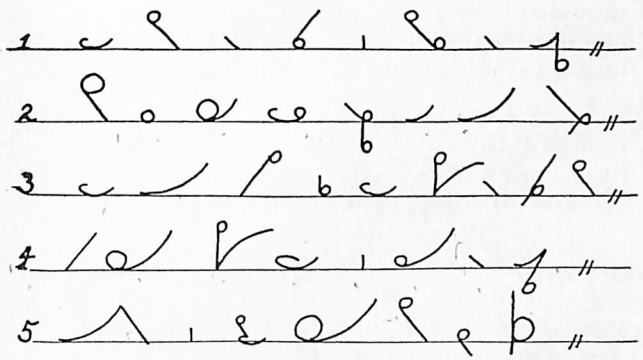
Write the following sentences in shorthand. Nearly all of these words have been given as examples. If you find any new words, write them with shorthand characters according to the sounds of the words.

1. He shall sail the icy sea.
2. She says they are all there.
3. Ray should sell all the thistles.
4. They assure the shy lass all is easy.
5. I shall see if either is there.
6. Seth shall see South Asia.
7. She is shy and rather lazy.
8. These essays are all easy.
9. He should seize the rice.
10. Lee and Ray are sure she is there.

Reading Exercise

Sec. 12

Read the following sentences and write them:



To the Student

The first lesson may seem long and hard because it is so different from anything you have ever studied before, but you will soon become more familiar with shorthand characters and terms and will learn to like shorthand better than you do longhand.

After you have gone entirely through the first lesson, it is a good plan to go all through it again, before you go ahead to Lesson Two.

LESSON TWO

O, o, OO, oo, U and u

Sec. 13

Long O, as in SO, is the lower-half of the left-half of a large O, or circle, and is indicated by Cap. "O." "O" is a full-length character.

Short o (Short O), as in ODD, is the lower-half of the left-half of a small o, or circle of

moderate size, and is indicated by l. c. "o." "o" is a half-length character. The same character is used for "Italian A," as in the word ARE.

Long OO (Long Double O), as in SHOE, is the left-half of a full-length perpendicular loop, and is indicated by Cap. "OO." (Think of it as an upright "new moon.")

Short oo (Short Double O), as in HOOK, is the left-half of a half-length perpendicular loop, and is indicated by l. c. "oo." (A small upright "new moon.")

Long U, as in USE, is a full-length character made downward and backward, being the upper-half of the left-half of a large circle, and is indicated by Cap. "U." (Think of it as "You" leaning forward while pushing a cart.)

Short u (Short U), as in US, is a half-length character made downward and backward, being the upper-half of the left-half of a moderate sized circle, and is indicated by l. c. "u." (Think of "short u" as the little brother of "you.")

Write a line of each of the above described characters:

O

o

OO

oo

U

u

ow, aw, and oi

Sec. 14

The diphthong "ow," as in OUT, is a long curved character written decidely more forward than downward, so as to be longer than O, and is indicated by l. c. "ow." (Being "o" followed by "O," it is as long as both of them.)

"Broad A," as in ALL, or O as in OR, is a half-length curved character written more forward than downward, a little more forward and a little longer than "o," and is indicated by l. c. "aw." (The real difference is mostly theory.)

The diphthong "oi," as in OIL, is a double character, being a combination of "aw" and "i," and is indicated by l. c. "oi."

Write a line of each of the above described characters:

ow

aw

oi

Ah and ah

"Italian A" and "Short Italian A" are not much used in shorthand, as the sound of "Short O" is generally used instead of "Italian A," but the word "Ah" is represented in Memoscript by writing the character for "A" and the character for "o" combined.

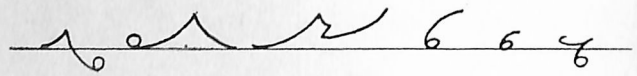
Word Writing Exercise

Sec. 15

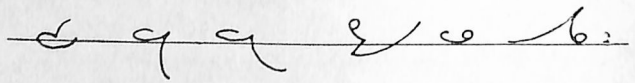
Write the following words as indicated and speak the sound of each character as you write it:

SO, so
ShO, show
Raw, raw
LawS, loss
ShOO, shoe
ROOL, rule

ROS, rose
SLO, slow
LoiL, loyal
US, use
uS, us
ThuS, thus



uThr, other
ThrOO, through
ThrO, throw
SoiL, soil
ThS, those
LOOS, lose

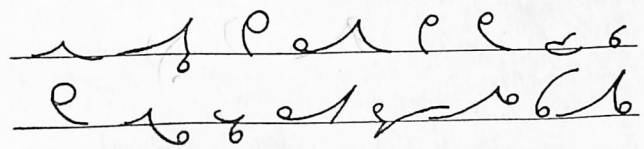


LOOiS, Louis
Roi, Roy
ThriL, thrill
RO, row
Row, row
SLI, sly

Word Reading Exercise

Sec. 16

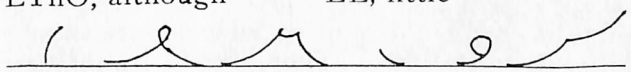
Read the following words, or write them in longhand:



Word-Signs

Sec. 17

U, you
LSO, also
LThO, although
of, o
RSh, rush
LL, little



Sentence Writing

Sec. 18

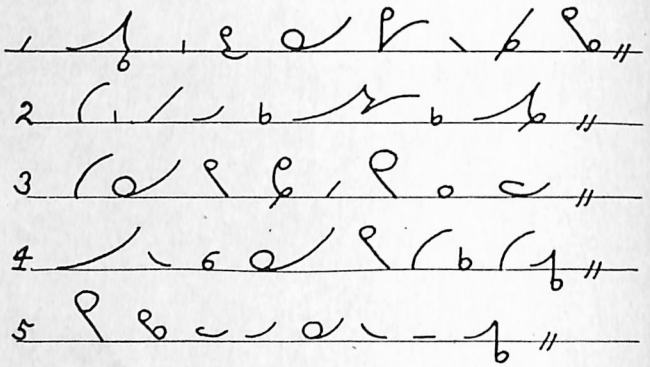
Write the following sentences in shorthand:

1. You should see the little shoes.
2. Louis is as lazy as Seth.
3. Susie shall see Roy as he sails.
4. Rosie is sure the ice is there.
5. She owes us the other wreath.

6. He shall see either Lucy or Lois.
7. She says the little rose is shy.
8. They shall rush through icy seas.
9. Those silly eyes thrill Louise.

Reading Exercise

Sec. 19



To the Student

Lesson Two is not so hard as Lesson One, except it will take you a few weeks to become able to write the curved vowels accurately without hesitating. They should be written accurately as to length, slant and curve, but, if they are written about as they should be they are as distinct as longhand characters. We are so in the habit of using each longhand letter for several different sounds that we do not realize how much more complicated longhand is than this system of shorthand.

It will pay you to do the work of Lesson Two all over again before you go ahead to Lesson Three.

LESSON THREE

P and B

Sec. 20

P (read PEE), as in PAY, is a straight half-length horizontal character, and is indicated by Cap. "P."

B (read BEE), as in BAY, is a straight full-length horizontal character, and is indicated by Cap. "B."

Write two or three lines of P and B, as follows:

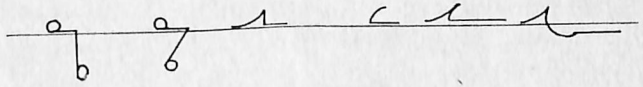
P _ _ _ _ _ _ _ _ _ _ _ _

B _ _ _ _ _ _ _ _ _ _ _ _

Practice writing the following words:

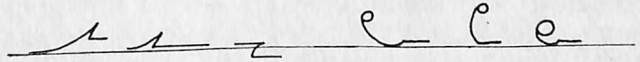
SPAS, space
SPIS, spice
RaP, wrap

uP, up
RuB, rub
ROB, robe



LiP, lip
RiB, rib
PuP, pup

SOP, soap
SOOP, soup
ShoP, shop



When writing O or o before P or B, curve the O or o downward far enough so that the point of connection will be distinct.

T and D

Sec. 21

T (read TEE), as in TIE, is the lower-half of a small circle, and is indicated by Cap "T."

D (read DEE), as in DIP, is a small curved character facing upward and twice as deep as T but no wider, and is indicated by Cap. "D."

T

D

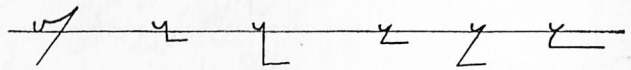
Initial T

Sec. 22

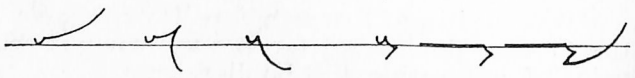
Whenever a word begins with the sound of T, the character "T" should be written on the line and distinctly joined to the character that follows it, so that the joining forms a distinct point.

Practice writing the following words:

TRI, try
TaP, tap
TAP, tape
TiP, tip
TIP, type
TuB, tub



TL, tell
TROO, true
TO, toe
Toi, toy
Boi, boy
BoiL, boil



Position

Sec. 23

This system of shorthand can be written on plain paper but much time and work is saved by using paper with ruled lines. The lines can be made to serve the purpose of helping to indicate several sounds. When written alone, or as the first character of a word, circle characters, straight horizontal characters, and characters made forward and upward begin on the line, except that as shown in Lesson One, any initial circle should be written high enough so that a following downward vowel stroke will just reach the line.

If the first character of a word does not touch the line, or come near it, the word is said to be written HIGH. Unless otherwise indicated as being HIGH, an asterisk, or star, is used to indicate a word written HIGH.

If the first written character of a word is written across or below the line, the word is said to be written LOW. Unless otherwise indicated as being LOW, a colon (:) is used to indicate a word written LOW.

High Initial D

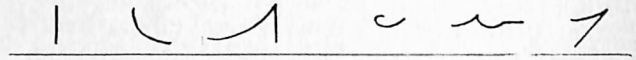
Sec. 24

Whenever a word begins with the sound of D, instead of "D" being written, the character for the next sound after D is written HIGH and that indicates that the word begins with the sound of D. This rule saves writing initial D, and the trouble of always being sure to

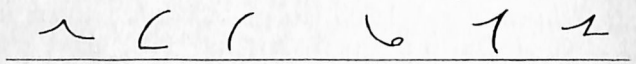
make D twice as deep as T. As will be given later, some words that do not begin with D are also written HIGH, and in a few cases "initial D" is written, but there is no confusion caused thereby. To indicate that a word is written HIGH because it begins with D, use l. c. "d," and read it as "DUH."

Practice writing the following examples:

dA, day
dO, dough
dLA, delay
dTh, death
dRoP, drop
dRI, dry



dRaw, draw
dUP, dupe
dU, due
dOS, dose
dROO, drew
dRiP, drip

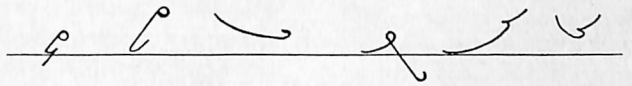


Final T and D Hooks

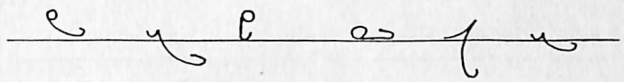
Sec. 25

Whenever the sound of T or D occurs any place except at the beginning of a word, it is most likely to be written as a small "final hook" on the front or upper side of any stroke character, and is indicated by l. c. "t" or "d," as the case may be. A final hook for D is supposed to be deeper than a final hook for T, but such a distinction is not usually necessary.

Siti, city
SId, side
dowt, doubt
RSEt, receipt
LtR, letter
dawtR, daughter



Sawt, sought
TOd, toad
Sat, sat
SPd, speed
ROOt, route
Tawt, taught



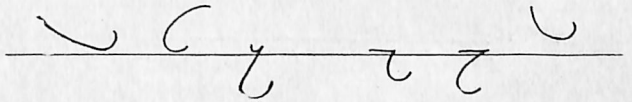
Large "R Hook"

Sec. 26

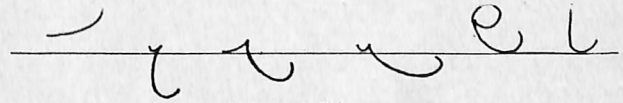
Following a vowel or stroke consonant, "R" may be written as a large front or upper final hook.

Practice the following examples:

owR, our
UR, your
TIR, tire
PooR, poor
PUR, pure
dOR, door



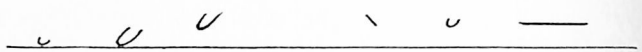
dLR, dollar
TOOR, tour
ROR, roar
TowR, tower
ShOR, shore
AR, air



Word-Signs

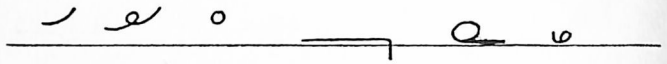
Sec. 27

T, to
D, do
dD, did
*th, that
*T, but
*B, by



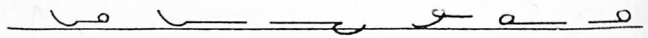
dR, dear
dRSR, dear sir
dS, does

Ba, bad
ShP, ship
TS, this



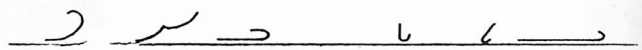
oPS, oppose
oB, object
BTh, both

RSP, respect
SB, subject
PS, piece



RR, rare
R&R, railroad
Pd, paid

at, at
it, it
Bt, about

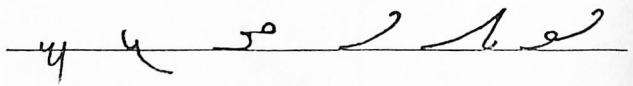


BtR, better
RaPd, rapid
RaPdL, rapidly

BS, business
SP, September
BSi, busy

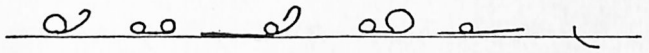
TDA, today
AwtO, auto
PRPS, purpose

Lt, let
LIt, light
RSLt, result



ShRt, short
SPS, suppose
BSRd, absurd

SPSh, special
PSB, possible
or, :aw



The word "of" is "o" on the line, and the word "or" is "aw" written across the line. These two little words are used so much that it is necessary to write them as briefly and as distinctly as possible, and although they may appear to be very much alike they are not hard to distinguish from each other. The sense will always be clear.

Sentence Writing

Sec. 28

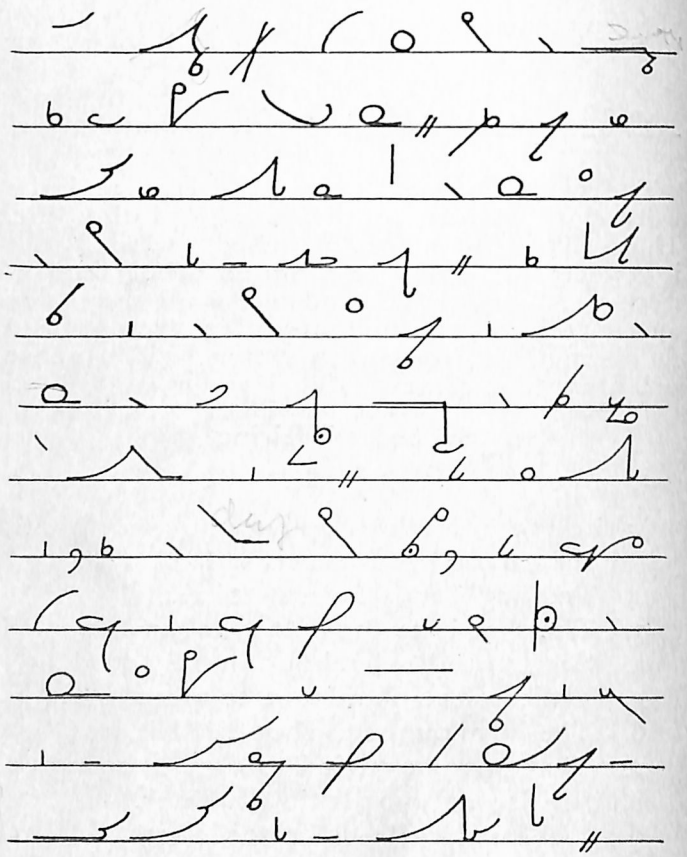
Write the following sentences in shorthand:

1. It is a pity you are so sad.
2. Ted and Louis both write rapidly.
3. The race is to the better letter writer.
4. She wrote Rosie about an easy road.
5. Either of us should write a better letter.
6. The boys ought to shout a little less.
7. That poor boy tried to draw a rose.
8. She is our poor little daughter.
9. Our boys write us better letters.
10. Thou shalt see thy city at daylight.

Reading Exercise

Sec. 29

Read the following notes or write them in longhand.



To the Student

You have found Lesson Three about as long as the first two lessons but you have found it easier and as you are getting more accustomed to shorthand, we know you like it better. Don't

be in too much of a hurry. Keep at it, but don't be impatient. Keep your pencil working right along and keep your mind on what your pencil is doing. You will learn far more quickly and more accurately by writing constantly than you will by simply staring hard at the characters and trying to remember them that way.

LESSON FOUR

K and G

Sec. 30

K (read KAY), as in KICK, is a half-length straight character written obliquely upward and forward and is indicated by Cap. "K."

G (read GAY), as in GO, is a full-length straight character written obliquely upward and forward, and is indicated by Cap. "G."

(Note: Characters written upwards are naturally more slanting than those written downwards and the way in which characters join together also indicates the direction in which they have been written. K and G appear somewhat like I and i, but the difference in the slant, and in the way they join to other characters, make them easy to recognize.)

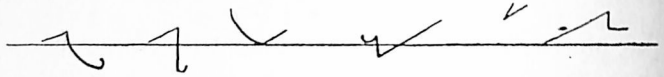
Write a few lines of K and G, as follows:

K

G

Practice the following words:

coat, KOt
Kate, KAt
oak, OK
tag, TaG
Dick, diK
gap, GaP



H and Hr

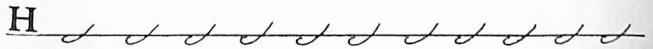
Sec. 31

H (read ACH), as in HIGH, is a short curved character that begins with a small half-circle, facing upward and forward, written just below the line, and ends with a short curved line that extends forward and upward across the line, and is indicated by Cap. "H." (The difference between H and Th is that Th is above the line and horizontal while H starts below the line and is always oblique.)

Hr (read DEEP-ACH-ARE), as in HERE, is the character for "H" made with the "initial hook" very deep, and is indicated by "Hr."

Write a few lines of H and Hr:

H



Hr

Whenever a word begins with the sound of H and the second character is a vowel, a little curved tick, written downward just in front of the top of the vowel, is generally used instead of the regular H character. The "H tick" is read as HEH and is indicated by l. c. "h."

Practice the following words:

how, how
hip, hip
hot, hot
hut, hut
hat, hat
hotel, hOtL

STEH and STER

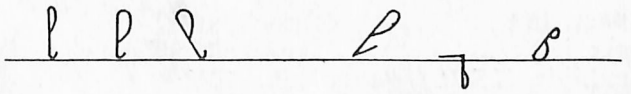
Sec. 32

St (read STEH), as in STATE, is a slim loop formed at the beginning or at the end of any stroke character, and is indicated by l. c. "st" or "sd," as the case may be. (The slim loop is sometimes used for "sd.")

Str (read STER), as in STRAIGHT, is a large loop formed at the beginning or at the end of any stroke character, and is indicated by l. c. "str."

Practice writing the following words:

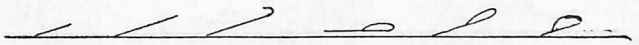
state, stAt
straight, strAt
street, strEt
strike, strIK
paste, PAst
sister, Sistr



Word-Signs and Contractions

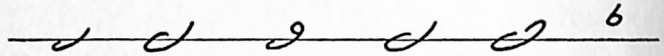
Sec. 33

can, K
go, G
get, Gt
best, Bst
August, Gst
extra, Kstr



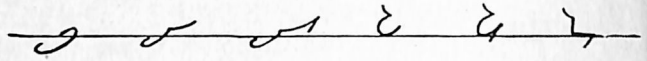
had, H
here, Hr
has, HS

hear, Hr
heard, Hrd
his, hiS or *iS



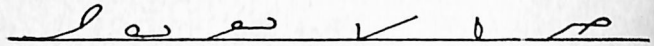
head, Hd
hair, H&R
Harry, H&Ri

her, huR
hurry, huRi
happy, haPi



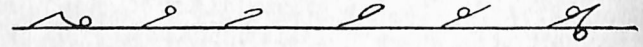
last, Lst
accept, SPt
except, KSP

ago, aG
assist, aSist
capacity, KPsti



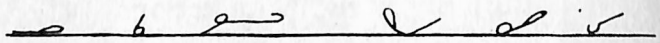
cause, KawS
case, KS
could, Kd

cost, Kst
exact, KSK
excuse, KSKUS



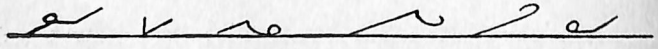
past, Pst
six, iS
exhibit, KSBt

stock, stoK
succeed, SKsd
take, TK



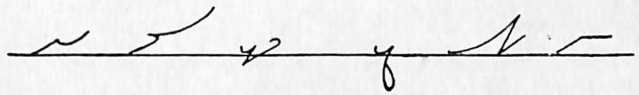
expect, KSPK
act, aK
because, KawS

got, Got
good, Gd
speak, SPK



car, K&R
catalogue, KtL
ticket, TiKt

Tuesday, TOOsd
like, LIK
keep, KP



In many cases it is better to join R by an angular connection, instead of using the Large R Hook, and in such cases the character "&" is used to indicate an angular joining. Notice, among the above words, "car, K&R" and "hair, H&R."

Word Writing Exercise

Sec. 34

Write the following words in shorthand:

Kite, sick, sack, goat, tack, tick, rig, rag, pig, gay, shake, shock, stick, stack, paste, stuck, oyster, roast, coast, dust, course, skill, stood, accuse, east, house, hide, hay, hike, hop, hub, hoot, hoop, and heap.

Sentence Writing Exercise

Sec. 35

Write the following sentences:

1. A big rock struck our gate-post last August.

2. Dick can go straight up the street to the exhibit.

3. I expect your sister Kate can act as an extra ticket-taker.

4. He speaks as though they should accept our excuse.

5. You can assist us to take the stock to the exhibit.

6. She had her hair dyed at the Hillside Hotel.

7. You can hear her as she goes by.

Letter Writing Exercise

Sec. 36

Write the following letter:

Dear Bob: A big railroad strike struck this state today and as a result the dray business is good.

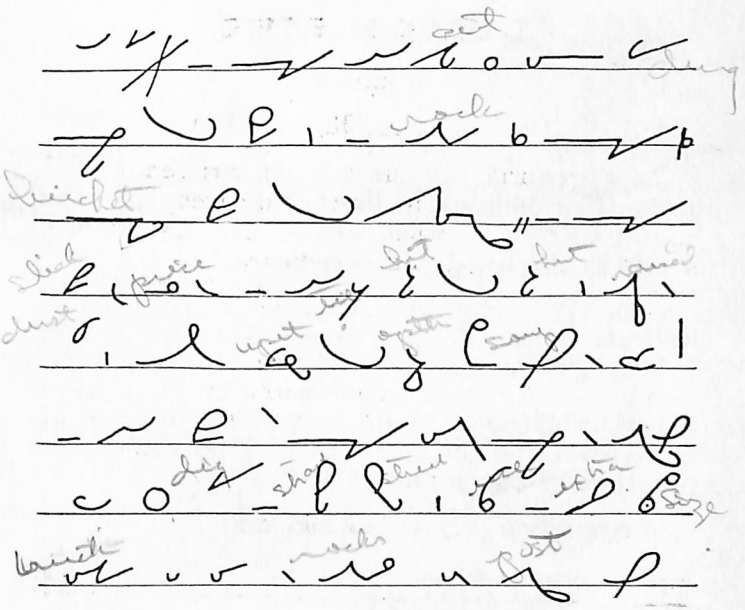
I expect you can get a good stout car at a low cost and can assist us to take the stock to the state exhibit. Be sure to get to this city by August.

Your sister Kate can get a ticket to the exhibit and stay there all day.

Reading Exercise

Sec. 37

Write the following letter two or three times:



To the Student

Write every lesson over two or three times but do not expect to remember it all, because you will not. Just keep on writing the work of each lesson, as directed, and before long you will find that you "know" a lot of little words at sight. As you go along you will become familiar with a great many words and in the end will be able to write everything you hear and understand.

LESSON FIVE

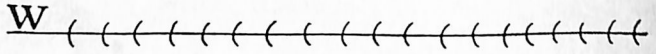
W and w

Sec. 38

As a general rule, any word written LOW (across or below the line) indicates that the sound of "W" comes before the first vowel sound in the word, and is indicated by l. c. "w."

Cap. "W" (read DOUBLEYUH), is used to indicate a full-length curved character facing forward, written LOW and so as to be perpendicular. (In case paper without lines were being used, "OO" could be written in front of any vowel and the result in reading such combinations is the sound of "W.")

Write a line of "W," as follows:

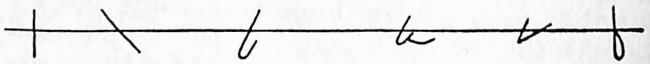
W 

When l. c. "w" is used to indicate that a word is LOW, it is read as WEH.

Practice writing the following examples:

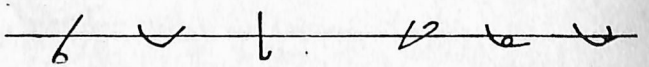
way, wA
we, wE
wide, wId

width, widTh
wick, wiK
waste, wAst



wise, wIS
walk, wawK
wait, wAt

wicked, wiKd
wasp, woSP
war, wawR



Sw, Tw, Dw or Hw

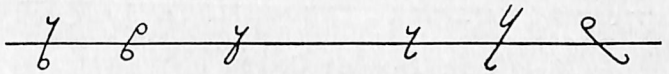
Sec. 39

Words beginning with S, T, D, or H, followed by "w," are so written that the consonant letter beginning the word is HIGH enough so that the vowel following is half way across the line.

Practice the following examples:

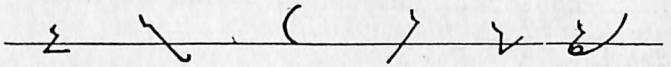
twice, TwIS
Swiss, SwiS
twist, Twist

twit, Twit
Dwight, DwIt
sweet, SwEt



whip, hwiP
wheat, hwEt
who, hOO

why, hwI
whack, hwaK
whistle, hwiSL



"Low Kw"

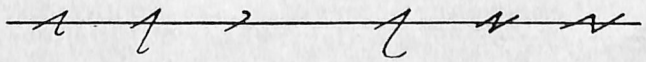
Sec. 40

Whenever a word begins with "qu" the sound is that of "kw," and K is written LOW, beginning below the line, so that even a short vowel after K will be divided by the line.

Practice the following words:

quit, :Kwit
quite, :KwIt
quiet, :Kt

quire, :KwIR
quick, :KwiK
quack, :KwaK



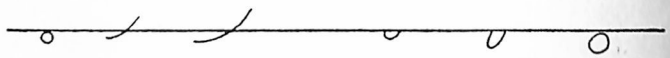
Low Consonants

Sec. 41

Whenever a single consonant is written LOW it is understood that the sound of W comes before the first vowel of the word, although the vowel is not written.

Practice the following examples:

was, wS	what, wT
were, wR	would, wD
will, wL	wish, wSh



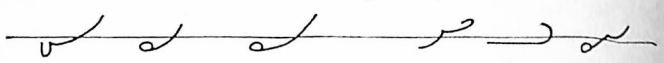
Low Double Consonants

Sec. 42

Whenever a word is written with two shorthand consonant characters at the beginning, and the first consonant character begins below the line, w follows the first consonant, except in the case of SK, when w follows the K.

Practice the following examples:

dwell, :DwL	reward, :Rw&Rd
swear, :SwR	beware, :BwR
swell, :SwL	square, :SKw&R



Divided W Words

Sec. 43

Whenever the sound of W occurs anywhere except in the first syllable of a word, the word

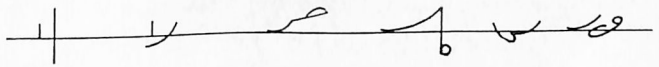
is usually divided and the next character following the sound of W is written LOW.

Whenever a word is divided, a hyphen is used to indicate the division, and the hyphen is read as "dash," because it is more convenient to say "dash" than it is to say "hyphen."

Generally, words are not divided unless the division is made for the purpose of representing some sound, but, when it is more convenient to do so, any word may be divided and the division indicated by a hyphen.

Practice the following words:

away, a-wA	always, LwAS
aware, a-wR	water, wotR
request, RKst	rehearse, R-HrS

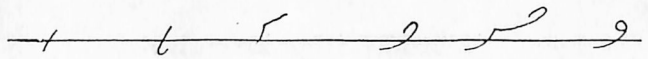


Word-Signs and Contractions

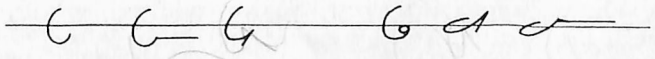
Sec. 44

Practice the following words:

with, wi	word, wRd
without, wit	world, wRLd
work, wRK	worse, wRS



where, WR	whereas, WRS
whereby, WRB	herewith, Hri
wherewith, WRi	hereby, HrB

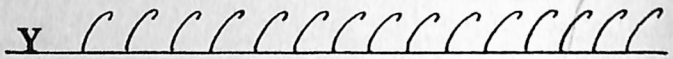


Y

Sec. 45

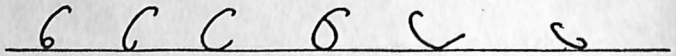
Y (read YAY), as in YES, is a full-length curved character beginning with a small front initial hook and then curving downward like "U," and is indicated by Cap. "Y."

Whenever a word begins with the sound of Y and the second character is a vowel, the sound of Y is represented by a small initial hook on the front side of the vowel, and is indicated by l. c. "y" and read as YEH.

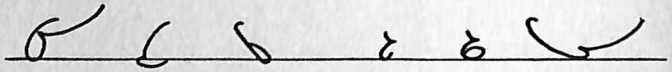


Practice the following words:

yes, YS
yet, Yt
year, YR
yesterday, YstrA
yoke, yOK
yacht, yot



Yours truly, UstrL
youth, Uth
yeast, yEst
hut, hut
hush, huSh
yodel, yOdL



Word Writing Exercise

Sec. 46

Write the following words:

Wade, wake, widow, squawk, squeak, wad, wash, wither, wisp, wet, quake, wicked, whey, yell, and yodel.

Sentence Writing Exercise

Sec. 47

Write the following sentences:

1. They wish to aid the world and would like all to be gay.
2. The wise way to do is to work without waste or worry.
3. With a loud quack the duck sought the quiet water.
4. What will the pipes at the West Side Water Works weigh?
5. He walked away, with easy step, toward the west wood.
6. The wheat we raised this year is sweet and white.
7. We hope he will hear how happy we are.
8. At her request he will rehearse his act.
9. Where did you hear about the white oak wood?

Letter Writing Exercise

Sec. 48

Write the following letter with shorthand notes.

Will West, Esq. (Esq. is written :SKwIR)
Dexter, Iowa. (Iowa is I-wA)

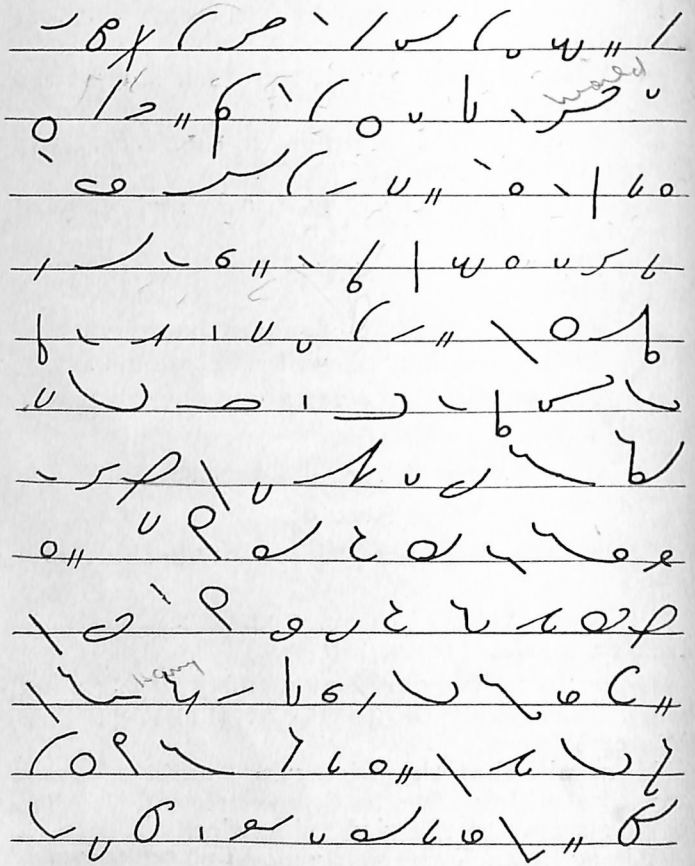
Dear Sir: We write you today to ask what work you wish us to do at the West Side Water Works.

You said that the wire gate should be about twice as wide as it was, but we should also like to be sure as to the right size wire.

We will stack the wet wood and try to get it

dried so we can rush the work as rapidly as possible but should like you to tell us about what it is worth.

Letter Reading Exercise
Sec. 49



LESSON SIX

N and M
Sec. 50

N (read EHN), as in NICE, is represented by a half-length horizontal curved stroke facing upward, and is indicated by Cap. "N."

M (read EHM), as in MICE, is represented by a full-length horizontal curved stroke facing upward, and is indicated by Cap. "M." "M" may be inverted, and when inverted, indicated by "Mh." When preceded by a straight vowel inverted M is often more convenient.

Write a few lines of N, M, and Mh, as follows:

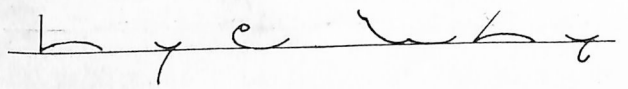
N

M

Mh

Practice writing the following words:

aim, AMh	home, hOM
new, NU	I am, IMh
some, SuM	nut, Nut



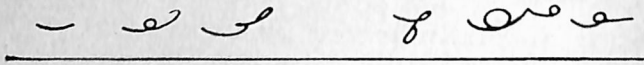
"IN"
Sec. 51

Whenever a word begins with the initial

syllable "in," it is represented by "N" written HIGH. (Remember, "N" up in the air is "in.")

Practice the following words:

in, *N
insert, *NSRt
interest, *NtRst
insist, *NSist
insurance, *NShRNS
inspect, *NSP

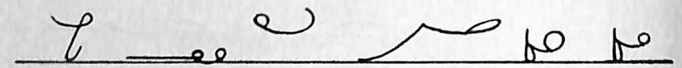


Word Writing Exercise

Sec. 52

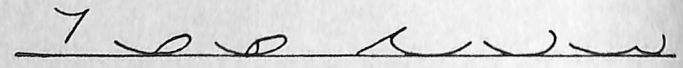
Practice writing the following words, as indicated.

inside, *NSId
absence, BSNS
December, dSMR
almost, LMst
astonish, astNSh
assistance, astNS



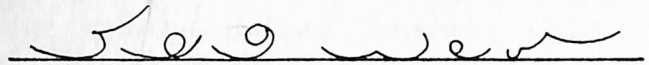
not, Nt
custom, KustM
maximum, MSM
whom, h-OOM
make, MhK
instant, *Nst

deny, dNI
Mr., Mstr
Mrs., MstrS
come, KuM
more, MR
manner, MNR

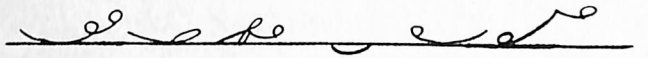


As a general rule, a word beginning with "N" written HIGH and followed by a vowel, as in DENY, is a word beginning with "d."

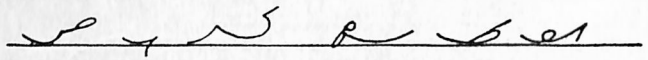
moral, MRL
measure, MShR
merchandise, MRSh
member, MMR
send, SN
term, TRM



Messrs., MSRS
must, Mst
existence, KSistNS
when, wN
seem, SM
silence, SLNS



next, NKst
number, Nu
remark, RMRK
system, SistM
mistake, MstK
necessary, NSRi



my, MI
mere, MER
near, NER
mighty, MIti
denote, dNOt
time, TM
remember, RMR
amount, aMht
thousand, thSN
am, Mh
me, M
assistant, astNt
attend, atN
most, MOst
estimate, estMt
man, Ma
men, MN
money, Mi
necessity, NSest
remittance, RMTNS
reason, RSN
sincerely, SNSRL
tomorrow, TMRO
Wednesday, wNsd
America, MRK
dozen, dSN
minimum, MM
Miss, MS

than, ThN
matter, MtR
Washington, D. C., wShNtN dSE
nor, NR
same, SMh
no, N
name, NM
own, ON
owner, ONR

Write the following words as clearly as you can:

Rome, nest, mob, muse, ham, nap, gum, mash, mire, mud, gnash, noose, rim, stream, comb, doom, incite, insect, inspire, net, and master.

Sentence Writing Exercise

Sec. 53

Write the following sentences:

1. It does not astonish me that you insist the system is a mistake.

2. Dear Mr. Meek: Tomorrow is the time to send your next remittance.

3. My dear Miss Knapp: You may send us your remittance Wednesday, December 7.

4. Messrs. New & May, Mason City, Iowa. Dear Sirs: The merchandise we sent you is the best we can buy.

5. Dear Mrs. Mead: It is my estimate that the maximum number will not be more than a thousand.

Letter Writing Exercise

Sec. 54

Write the following letter:

Mr. S. M. Snow, Washington, D. C.

Dear Mr. Snow: It is almost time to send

Ned a remittance. You may also need the cash, but Ned must pay a note that is due December 7th.

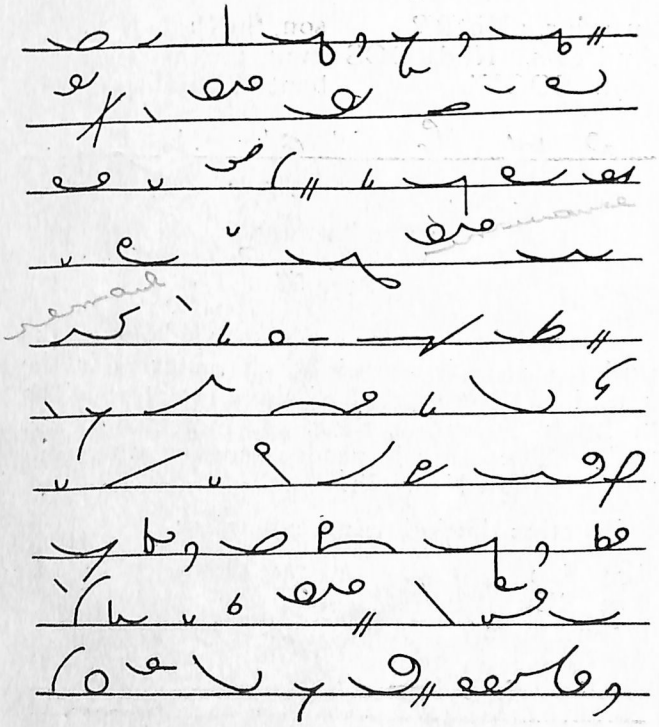
What is the reason Miss Mason does not pay us? The merchandise we sent her is the best we make.

Sincerely yours,

Letter Reading Exercise

Sec. 55

Read or write the following letter:



LESSON SEVEN

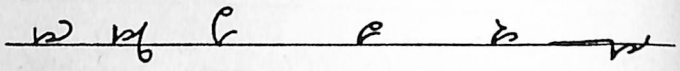
Inverted N or Half N

Sec. 56

Whenever a vowel is followed by N, the N may be inverted, or written as a short upward curved tick, or inverted half-N, and indicated by "Nh," read as NUH.

Practice the following words:

anterior, aNhtRR
Andrews, aNhdROOS
soon, SOONh
son, SuNh
hunt, huNht
banter, BaNhtR



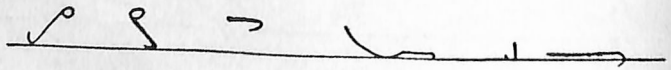
The "n hook"

Sec. 57

A small final hook on the back side, or on the under side, of a straight character adds the sound of "N" to that of the character. The "n hook" is read as NEH and indicated by l. c. "n." The hook is used whenever more convenient than N or Nh.

Practice the following examples:

sign, SIn
seen, SEn
depend, dPn
open, OPn
any, an
been, Bn



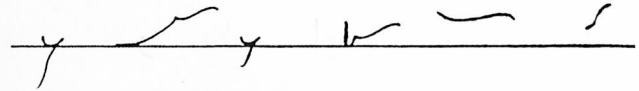
Compound N Curve

Sec. 58

A curved character compounded adds the sound of "N" to that of the character, and is also read as NEH and indicated by l. c. "n." Use the compound whenever convenient.

Practice the following examples:

tune, TUn
learn, L&Rn
ton, Tun
attorney, atRn
demand, dMn
done, dun



Lh, Mh, and Nh may be compounded to add "n," and a small lower final hook on Lh, Mh, or Nh, is t or d, and a large lower final hook on these inverted characters is R.

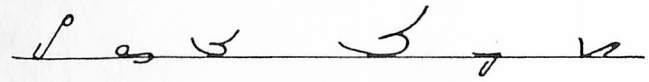
Deep Final Hooks

Sec. 59

The "R Hook" or the "n hook" made deeper than usual adds the sound of T or D to that of the hook, and is indicated by adding l. c. "t" or l. c. "d," as the case may be.

Practice the following words:

signed, SInd
spent, SPnt
order, awRdR
mortal, MRtL
pint, PInt
account, aKnt

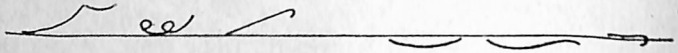


Word Writing Exercise

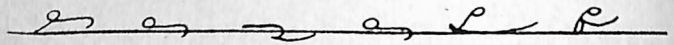
Sec. 60

Practice the following words until familiar with them:

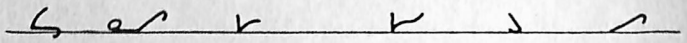
land, LN
sincere, SNSR
gain, Gn
woman, wM
women, wMn
pound, Pn



expand, KSPn
expend, SPn
opinion, PnN
spend, SPn
synonym, SinM
sustain, SustN



upon, uPn
spoken, SPKn
another, aNh
another one, aNhn
then, thn
cannot, Kn



workman, wRKM
workmen, wRKn
understand, uNhdRstN
understood, uNhdRstood
on, Nh
none, Nun
know, N
unknown, uNhn
one, wun
assort, aSawRt
remain, RMn
examine, KSMn
want, wNht
until, uNhtL
under, uNhdR
begin, Gi
began, Ga
begun, Gu
endorse, NdRS
end, Nd
taken, TKn
return, RtRn

attained, atAnd
many, Mn
union, UNhn
earnest, uRNst
unto, uNht
beyond, B-yoN
son, SuNh
ten, TN
Cincinnati, SNSNati
Des Moines, dMoin
Canton, KntN
Keenan, KEnN

Write the following words in shorthand:

Spain, tan, loan, gown, pained, thine, thin, lawn, gone, pinned, pen, Dan, wind, keen, shine, penned, leaned, spent, tune, gained, dune, mind, done, stand, kind, poured, chord, toured, and bend.

Sentence Writing Exercise

Sec. 61

Practice the following sentences:

1. My dear Sir: It is my opinion that the women should understand it is necessary to begin work at nine.

2. No attorney can demand that another note be signed unless the men endorse the minimum amount named.

3. I understand my own son remains and I demand that he return soon.

4. Mr. Andrews has not been seen but another order must be signed.

5. The maximum amount named in the mine matter is beyond reason.

Letter Writing Exercise

Sec. 62

Write the following letter:

Mr. Ernest Keenan, Des Moines, Iowa.

My dear Sir: It is my opinion that the rain

should not be taken into account, as it cannot stop the men.

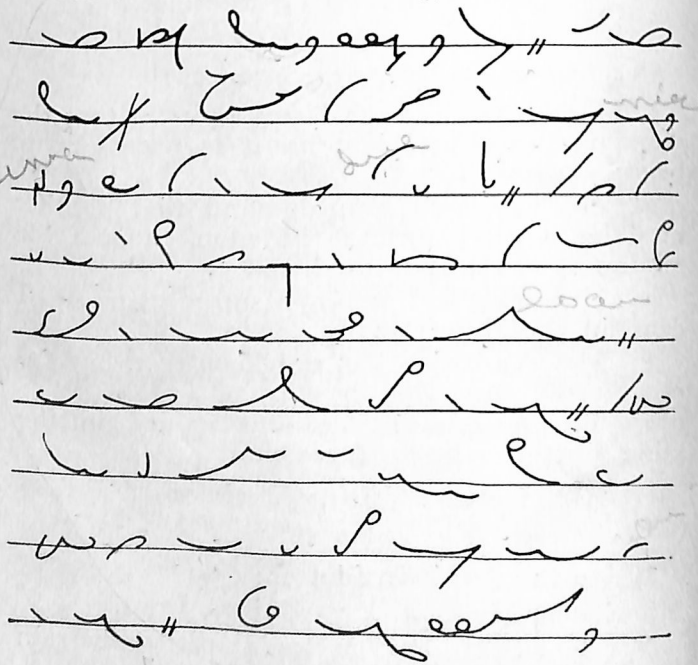
As I understand the mine matter, the maximum amount the union men demand is beyond reason but I cannot endorse the minimum named by the mine attorney.

The workmen will come to work on Monday, so order sand sent to the yard. Ten tons will do. Yours truly,

Letter Reading Exercise

Sec. 63

Read or write the following letter:



LESSON EIGHT

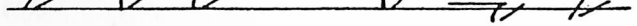
Representing "nk"

Sec. 64

The sound of "nk" may sometimes be conveniently represented by "n" or "Nh" followed by "K," but as a rule it is more expedient to represent "nk" by using a disconnected "K," which is indicated by "-Nk."

Practice the following words:

sink, Si-Nk	anchor, a-NkR
sank, Sa-Nk	bunk, Bu-Nk
sunk, Su-Nk	wink, wi-Nk



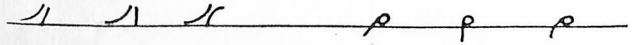
Representing "ng"

Sec. 65

Following any stroke character, a disconnected vowel adds the sound of the vowel and in addition also adds the sound of "ng," but in case a one-syllable word begins with a circle or a loop that is followed by a vowel, the circle is written on the line, or the loop is written across the line, and being so written is an indication that the word ends with "ng." In any case not covered by the above, a final disconnected "N" may be used to represent "ng."

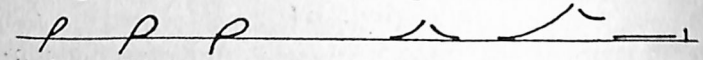
Practice the following words and observe the descriptions:

ring, R-i	sing, :Si
rang, R-a	sang, :Sa
rung, R-u	sung, :Su



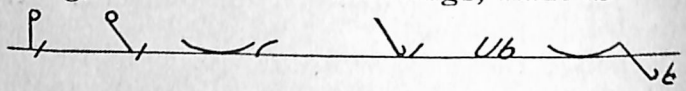
sting, :sti
string, :stri
strung, :stru

wrong, R-aw
long, L-aw
bang, B-a



saying, SA-i
seeing, SE-i
among, M-u

eating, Et-i
doings, D-iS
meetings, MEt-iS



Representing "nging" or "nking"

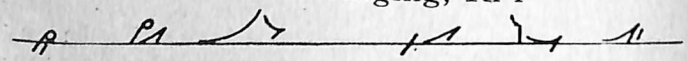
Sec. 66

As a general rule, "ing" after "ng" is represented by a final disconnected "i," but is often written as a final connected tick, and is always attached to "-Nk" when the word ends with "nking." In some words, like "ringing," short "i" is attached for "ing" and another is written disconnected.

Practice the following examples, and observe them:

singing, :Si-i
sinking, Si-Nki
longing, L-awi

winking, wi-Nki
hanging, ha-Ngi
ringing, Ri-i



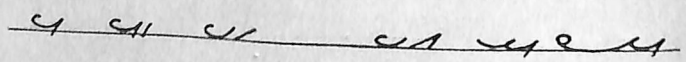
Word-Signs and Contractions

Sec. 67

Practice the following words:

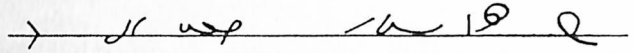
think, Thi
thinking, Thi-i
thank, Th-Nk

thanking, Th-Nki
nothing, NThi
something, SMThi



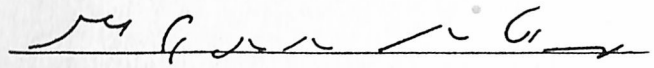
thing, thi
hung, H-u
tendency, TNdNSi

kingdom, K-idM
anxious, a-NkShS
strong, :straw



lengthy, LNThi
young, Y-u
Hong Kong, H-o K-o

gong, G-o
during, dUR-i
bank, BnK



Mp and Mb

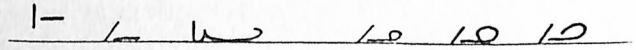
Sec. 68

The sound of MP is represented by a disconnected "P," indicated by "-mp," and the sound of MB is represented by a disconnected "B," indicated by "-mb."

Practice the following words:

damp, da-mp
important, i-mp
attempt, atMt

impossible, i-mpS
impatient, i-mpSh
import, i-mpRt



Word Writing Exercise

Sec. 69

Write the following words:

Lank, dump, buying, sowing, showing, knowing, tank, tang, lung, spunk, dying, stung, link, thong, and pang.

Sentence Writing Exercise

Sec. 70

Write the following sentences:

1. The bank is anxious to know what you think about Mr. Hanks.

2. The king wrote a lengthy letter to Hong Kong, asking the men to do something important.

3. He wrote us a long letter stating what he was doing and said nothing was going wrong.

4. The young men show a strong tendency to attempt the impossible.

5. They think the strong young king may ring the battle gong.

Letter Writing Exercise

Sec. 71

Write the following letter:

Messrs. Strong & Singer, Washington, D. C.

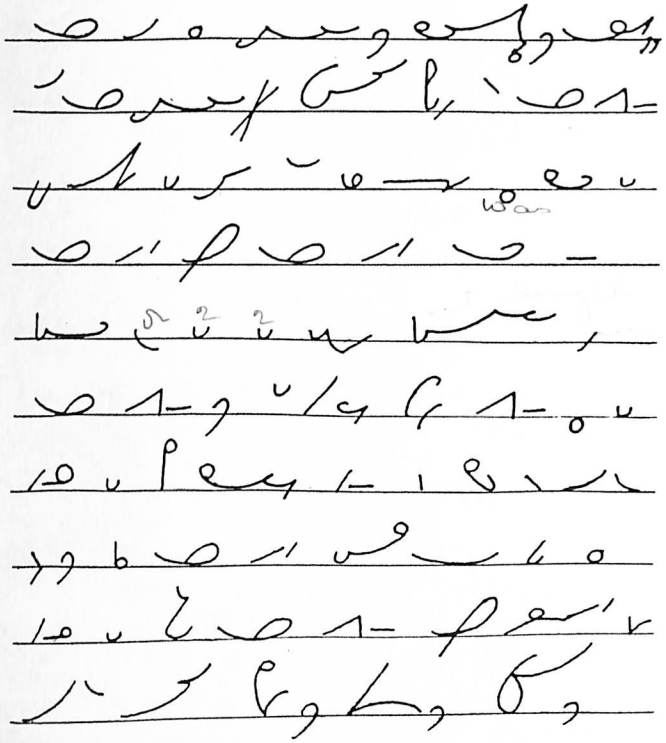
Dear Sirs: You are not writing as many letters as you should. We know that nothing is going wrong, but we are anxious to know what the men are doing and that the bunks are not damp. We think you should write us a long letter telling us all about these things.

Yours truly,

Letter Reading Exercise

Sec. 72

Read or write the following letter:



LESSON NINE

"ens"

Sec. 73

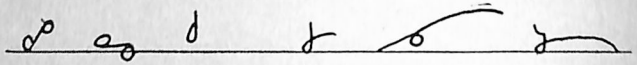
A small circle on the backside or underside of a straight character represents the sound of N and S combined, and is indicated by l. c.

"ns," and is read as "NEH S." ("ns" is the "n hook" made into a circle.)

Any circle or loop written on the backside or underside of a straight stroke adds the sound of "n" in addition to the sound of the circle or loop.

Practice the following examples:

since, Sins
expense, SPns
danced, danst
answer, ansR
cancel, KnsL
handsome, hansMh



(R is never inverted unless "ns" precedes it.)

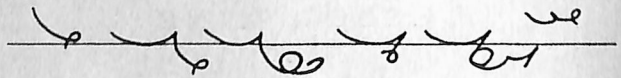
"shon"

Sec. 74

The sound of "shon," usually spelled "tion," "sion," "cean," etc., is represented by a small final circle followed by a little "tick," and is indicated by l. c. "shn." When the sound of "shon" is not the last sound of a word, "Sh" and "N" are written to represent "shon."

Practice the following examples:

ocean, Oshn
motion, Moshn
motioned, MOShNd
mission, Mishn
missionary, MiSHN&Ri
intention, *NtNshn



Ss

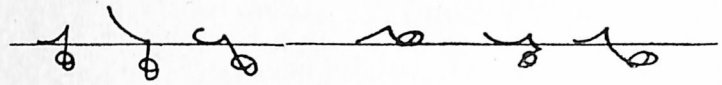
Sec. 75

Ss (read SES), as in CASES, represents such

combinations as SES, CES, SIS, SYS, SUS, etc., and is a double circle made by continuing the line so as to divide a double sized circle, and is indicated by "Ss."

Practice the following examples:

races, RASs
oasis, OASs
thesis, ThESs
causes, KawSs
noises, NoiSs
roses, ROSs



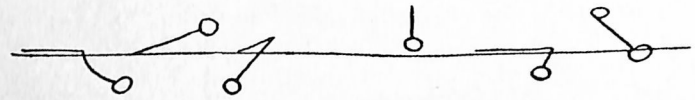
Final "ts" and "ds"

Sec. 76

Although it is possible to write a circle "S" inside of a final "t" or "d" hook, it is generally better to add the sounds of "ts" or "ds" by "joining" a final circle, being in reality t or d made into a circle. The abrupt turn of the circle is indicated by the character "&."

Practice the following examples:

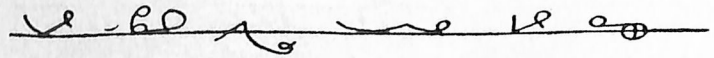
boats, BO&ts
goods, G&ds
kites, KI&ts
dates, dA&ts
bids, Bi&ds
seats, SE&ts



Word-Signs and Contractions

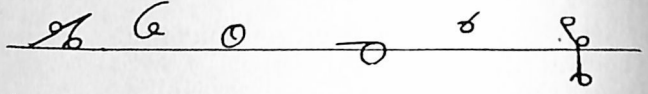
Sec. 77

occasion, oKshn
suspicious, SusPSh
quotation, :KwOtshn
mention, MNshn
action, aKshn
expenses, SPnSs



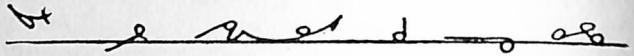
execution, KSKUshn
duration, dURshn
says, Ss

punish, PnSh
addition, dishn
cessation, SeSAshn



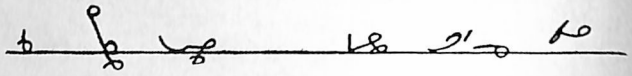
destination, destNshn
question, :Kwshn
Kansas City, Mo., KnsitMSRi

announce, ans
abundance, Bns
success, SKSeS
success, SKSs



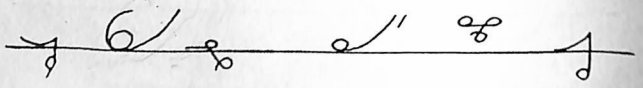
association, ashn
secession, SESeshn
opposition, oPSishn

accession, aKSeshn
Reading, Pa., Rd-i Pns
distance, distNS



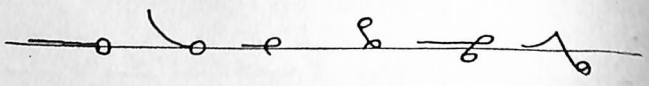
Nancy, Nansi
usual, UZhL
possession, PSeshn

selling, SL-i
disposition, dSPSishn
reins, RAns



beads, B&ds
oats, O&ts
position, Pshn

session, Seshn
basis, BSiS
recess, RESs



Portion, deeds, stains, caution, noses, signs, station, oats, passion, skeins, dines, scenes, nation, strains, mince, pens, sets, kits, roads, cases, races, rebates, and derision.

Sentence Writing Exercise

Sec. 78

Write the following sentences:

1. The National Missionary Society has a session in Ocean City.

2. Do not answer "no," but get in motion and take the necessary action to make this the occasion and the destination.

3. It is not my intention to accept any position that does not pay my expenses.

4. It is my notion I would make a success selling canes, skeins, and beads.

5. It amuses my neices to read my thesis on noises and causes.

Letter Writing Exercise

Sec. 79

Write the following letter:

Miss Nancy Pines, Kansas City, Mo.

Dear Miss Pines: The National Missionary Society has a session in Ocean City, May 10, and since the distance is so little it is a good time to come to Ocean City. I might mention that the maximum expense would be about nine dollars.

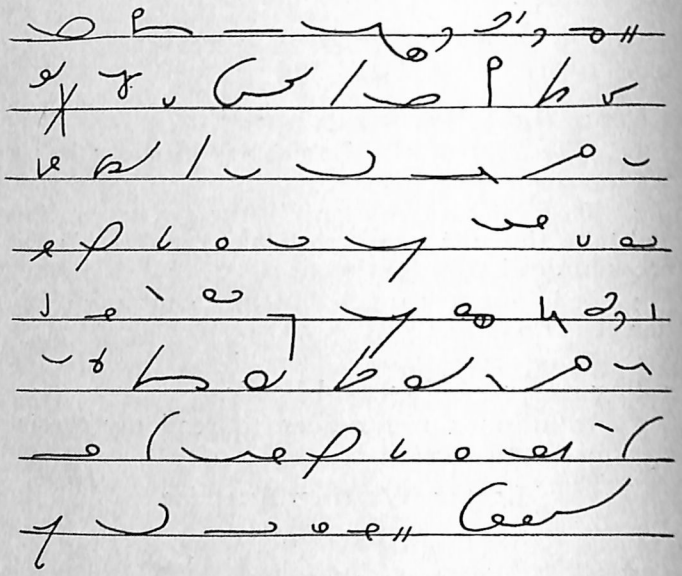
We all sincerely hope your answer to this letter will say that you are making this session the occasion and Ocean City your destination.

Most sincerely,

Letter Reading Exercise

Sec. 80

Read or write the following letter:



LESSON TEN

F and V

Sec. 81

F (read EHF), as in FIGHT, is represented by a small half-circle, or "initial hook," facing forward and is indicated by Cap. "F."

V (read VEE), as in VAIN, is represented by a curved character, facing forward, like "F," twice as deep as "F," and is indicated by Cap. "V."

Write several lines of F and V, as follows:

F

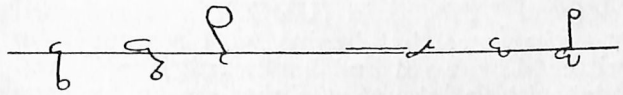
V

The joining between F or V and a following character should always be distinctly shown except when F or V is followed by R or L. F and V form initial hooks on R and L, the hook for V being made about twice as deep as the hook for F.

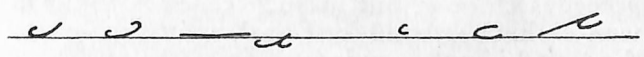
("FR" is never written LOW at the beginning of a word, as it is never preceded by the sound of "W," therefore, no confusion is caused on account of the apparent similarity of "H" which is never written except at the beginning of a word, or independent part of a word.)

Practice the following words:

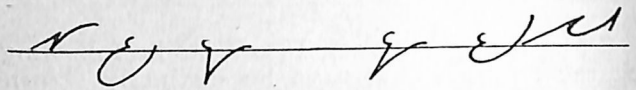
face, FAS
voice, VoiS
sheaf, ShEF
behalf, B-HF
feet, Ft
saved, SAVd



for, FR
freight, FRt
behave, B-HV
five, F
have, V
gave, GV



kill, KiLh
fuel, FUL
fail, FALh
file, FILh
full, FuL
gully, GuLi



C and J

Sec. 82

C (read CHAY), as in CHAP, is represented by a small loop written downward and somewhat backward, and is indicated by Cap. "C." When an initial is used for the name of a person, the character "C" may be used for the "initial C" but the sound it generally represents is "ch," as in CHOOSE, but never "soft c," as in CITY, or "hard c," as in CUT. The loop for C is always joined to other characters by an angular joining and always extends obliquely downward and backward, instead of being a continuation of the stroke character to which it is attached like "st" or "str."

J (read JAY), as in JUDGE, is represented by a character that begins with a small loop written downward and backward, like C, and ends with a short straight stroke written obliquely upward and forward, and is indicated by Cap. "J." (The "soft g" sound, as in GEORGE, is always represented by "J.")

(Note: In the spelling of some words t or d precedes ch or g, but in such cases nothing is written in shorthand for t or d, as in such cases the t or d is not sounded.)

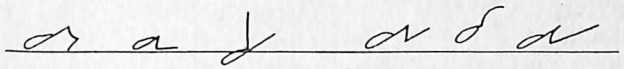
Write several lines of C and J, as follows:

C

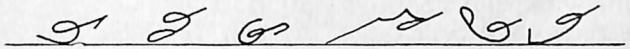
J

Practice the following examples, and notice that, after R or L, care must be taken to make the long initial loop part of J. (After stroke "R" or "L," make "J" almost horizontal.)

joy, Joi
chap, CaP
age, AJ
Jack, JaK
Dutch, duC
jug, JuG



energy, NRJi
George, JRJ
urgent, uRJnt
garage, GRoJ
storage, stORJ
allege, aLJ



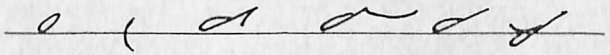
(As in the case of st and str, S may be added to C by writing the circle S inside the loop but it must be so written as not to look too much like Ss.)

Word-Signs and Contractions

Sec. 83

Practice the following words:

each, C
which, W
which, wC
judge, Ju
gentleman, JM
gentlemen, J
engage, NJ



lasts, LstS
riches, RiCS
ditches, diCS
catches, KaCS
fry, FRI
offer, oFR
over, OVR
January, Jn
starch, stRC
children, CLdRn
feasts, FEstS
afraid, aFRd
frozen, FROSN
giver, GVR
package, PaJ
such, SuC
far, F&R
fishes, FiShS
dishes, diShS
masters, mastrS
sisters, SistrS
difficult, diF
difficulty, diFi
farm, FoRM
farther, F&RThR
further, FRThR
form, FRM
firm, F&RM
from, FM
satisfy, SatiS
satisfied, Satisd
satisfactory, SatiSF
satisfactorily, SatiSFL
four, iP
before, :F
after, aFR
afterward, aFRd
advertise, a&ds
avoid, aVD
above, BV
differ, diFR
difference, diFRNS
fare, FAR
moves, MVS
judgment, JMt
imagine, MJn
acknowledge, aKnL
large, LR
genuine, JNUn
generous, JnRS
check, eK
effort, eFRt
give, GV
just, Jst
much, MC
jar, JoR
enjoy, NJoi
injury, *NJ&Ri
effect, eF
affect, aFeK
avenue, aVn
fact, FaK
refer, RFR
force, FRS
cover, KVR
furnish, FRNiSh
future, FUtR
enough, NF
receive, RSEV
arrive, aRV
friend, FRN
former, FRMR
found, FowN
however, howVR

afford, aF&Rd
defend, dFN
defense, dFNS
investigation, *NVestGshn
invoice, *NVS
forward, FR&Rd
half, HF
tint, Tint
Chattanooga, Tenn., CTNOOGtNSE
Vicksburg, Miss., ViKSBRG MS
various, VRuS
variety, VRit
version, VRshn
favor, FVR
page, PJ
office, oFiS
service, SRViS
November, NVM
Very truly yours, VRtRS
fierce, FiRS
of these, othS
have not, VNt
as the, aSth
I have, IV
we have, wEV
they have, ThV
you have, UV
that the, *thth
that these, *ththS
that this, *thS
Memphis, Tenn., MMFS TNSE

Word Writing Practice
Sec. 84

Write the following words:

Vase, nave, safes, device, defeat, laugh, votes, vats, vases, knaves, fraud, shovel, feed, fool, thoughts, phrased, serve, wafer, fife, lives, rough, faster, lover, drift, vain, tough, fear, deceiver, refuse, gill, and jail.

Sentence Writing Practice
Sec. 85

Write the following sentences:

1. As a matter of fact the goods were not satisfactory, for various reasons.

2. We offer our services if it is possible for us to aid you in finding a position.

3. Your favor of May 4 has been referred

to this office but we need no more firemen on our force now.

4. You may avoid needless action and investigation by paying for the goods covered by our invoice of November 5.

5. In every war, some men fighting to defend their homes, find fierce foes among former friends.

Letter Writing Exercise

Sec. 86

Write the following letters:

Mr. Fred F. Davis, Memphis, Tenn.

Dear Sir: Kindly let us have some kind of an answer as to the large wooden vats we shipped you. If they arrived and meet your needs, it is time for us to receive payment for them. If they did not arrive or are not satisfactory, be kind enough to say so.

You will do us a favor by forwarding the money for these vats in five days and thus save us needless action and investigation.

Yours very truly,

Mr. David Vance, Vicksburg, Miss.

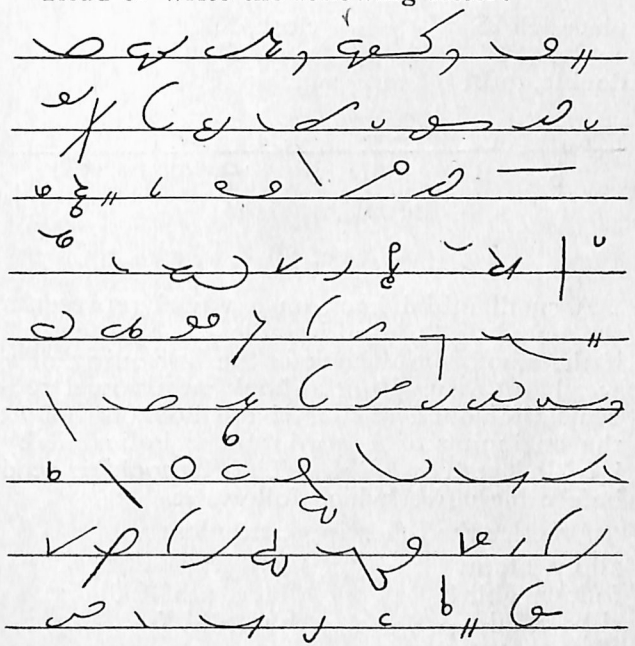
Dear Sir: We have your letter of November 7 stating that you cannot come unless we furnish the fare. We do not think it is best for us to do as you request, for various reasons, but if it is possible for us to aid you in finding a position near Vicksburg, we offer our services.

Yours very truly,

Letter Reading Exercise

Sec. 87

Read or write the following letter:



LESSON ELEVEN

Initial L Hook

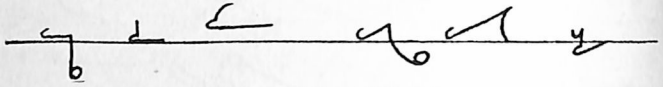
Sec. 88

A small initial hook attached to the upper side of M, P, B, K or G, adds the sound of L to that of the stroke to which the hook is attached. Although the hook is written first, the stroke is read before the hook. B with an

"L hook" attached is read "bel." The "L hook" is indicated by l. c. "l."

Practice the following words:

place, PlAS	close, KlOS
apple, aPl	glue, GlOO
double, duBl	tackle, TaKl



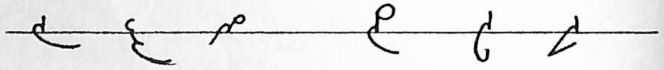
Initial "lh" Hook

Sec. 89

A small initial hook on a vowel represents the sound of "Y" and is indicated by l. c. "y," if the small initial hook is the beginning of a word, but a small initial hook on a vowel repsents the sound of "L" if the hook is not at the beginning of a word, and is indicated by l. c. "lh," read as LEH. The "lh hook" is read before the vowel which follows it.

Practice the following examples:

allow, alhow	shallow, ShalhO
follow, FolhO	allude, alhOOd
silly, Silhi	alike, alhIK

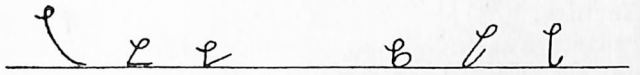


Initial "Sl"

Sec. 90

An initial forward curved tick and small circle, read as "SEL," and indicated by "Sl," represents the sound of "SL" as beginning a word.

slow, SlO	slash, SlaSh
slip, SliP	slide, SlId
slack, SlaK	slate, SlAt



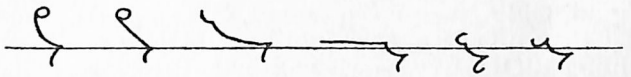
Downward "tick lh"

Sec. 91

After a vowel, a short curved tick written downward and backward represents the sound of L, and is indicated by l. c. "lh," and also read as LEH. (Short "u" never follows another vowel.)

Practice the following examples:

sole, SOlh	ball, Bawlh
seal, SElh	fault, Fawlht
howl, howlh	tall, Tawlh



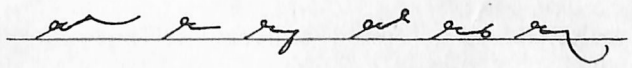
SPl and SKl

Sec. 92

When "S" or "ex" comes in front of "Pl" or "Kl," a short straight "connecting tick" follows S, but is not read as being a separate character. It is merely an extension of the last part of "S."

Practice the following examples:

exclaim, KSKlM	exclusion, KSKlshn
expel, KSPl	explanation, KSPlnshn
explicit, KSPlist	explore, KSPlOR



When deciding whether to use an "L hook," lh, Lh or L, due consideration must be given to making combinations with the greatest facility.

Word-Signs and Contractions

Sec. 93

Practice the following words:

quantity, :Kwnt
daily, dAL
daily, dALh
people, Pl
yourself, URSLF
call, Kl
reply, RP
slowly, SlOLh
please, PlS
glad, Gld
quality, :Kwlt
blue, BlOO
cold, KOlhd
plow, Plow
clothes, KlOThS
glue, GlOO
sly, Sll
sloop, SlOOP
sleep, SlEP
slope, SlOP
slick, SliK
alone, aLON
build, Bld
Albany, LBni
ability, aBlt
gold, GOlhd
elect, elheK
election, elheKshn
pleasure, PlShR
haggle, haGl
nickle, NiKl
public, PBliK
publication, PBliKshn
flow, FLO
include, *NKld
sample, Sa-mpl
small, SMawlh
million, MlN
political, PlKl
flavor, FLVR
beheld, B-HLd
popular, PPlR
enclose, NKlS
local, LOKl
peculiar, PKlR
visitor, Vistr
revelation, RVLshn
revolution, RVLOOshn
several, SeVRL
effort, eFRt
able, Bl
collect, KleK

Word Writing Practice

Sec. 94

Write the following words:

Clog, eel, fowl, mole, clad, Nile, nail, slip, bell, pole, stole, slab, foil, slack, slash, block, bleat, towel, ball, bold, Nell, deal, glimpse, aisle, ailed, quill, mile, coal, buckle, stuble, double, and fickle.

Sentence Writing Practice

Sec. 95

Write the following sentences:

1. Generous samples of our popular jam should please the public.
2. I enclose a check for which please send your publication.
3. The local people are peculiar and see no pleasure in political matters.
4. We acknowledge with genuine pleasure the receipt of the large package of starch.
5. The sleet made him slip and slide on the slick slate.

Letter Writing Exercise

Sec. 96

Write the following letter:

Clayton & Chester, Chattanooga, Tenn.

Gentlement: A generous jug of our popular "Jackson's Apple Jam" should reach you in a few days. Its rich and pleasing flavor will be a revelation. A million people enjoy it daily. Taste it and judge for yourself; give samples to your visitors and children. Such a large

quantity of quality jam for so small an amount will just suit the public.

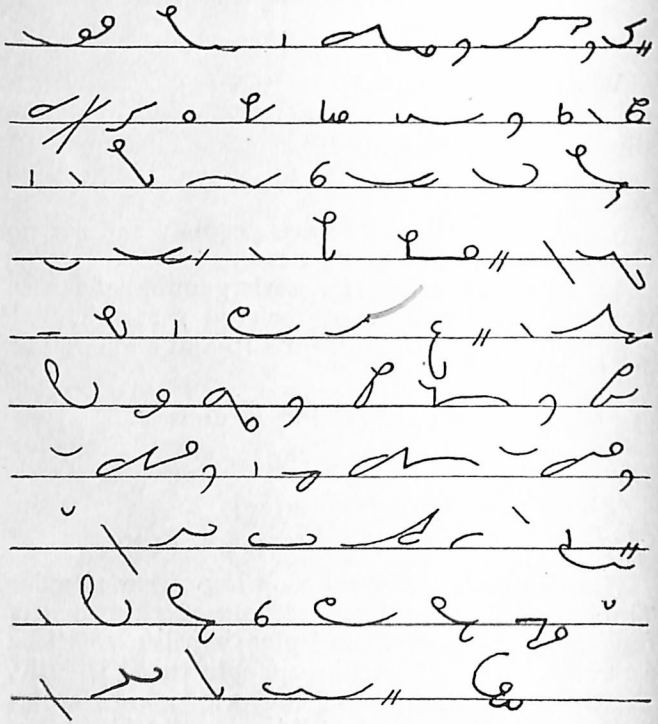
We shall look for your order in a day or two.

Very truly yours,

Letter Reading Exercise

Sec. 97

Read or write the following letter:



LESSON TWELVE

The Initial "r hook"

Sec. 98

A small initial hook attached to the underside of P, B, K, or G, adds the sound of R. Although the "r hook" is written before the character to which it is attached, the stroke to which it is attached is read before the hook. The "r hook" is indicated by l. c. "r." ("P" with an "r hook" is read "per"; "B" with an "r hook" is read "ber"; "K" with an "r hook" is read "ker"; and "G" with an "r hook" is read "ger").

Practice the following words:

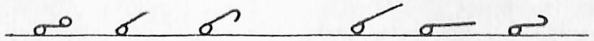
care, Kr	corner, KrnR
person, PrSN	current, Krnt
guarantee, GrntE	grand, Grn

Initial "spr"

A small initial circle attached to the lower side of P, B, K, or G, indicates that S is the first sound and also indicates that "r" follows the sound of the character which follows S. "sr" is indicated by l. c. "sr" with a character coming between the "s" and "r."

Practice the following examples:

express, sPrS	cigar, sGr
secure, sKr	sober, sBr
screen, sKrn	separate, sPrt



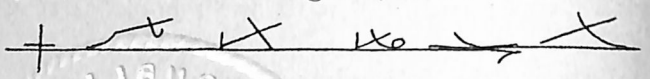
R by Crossing

Sec. 99

When P, B, K, or G, is written first and then another character is written across the end of P, B, K, or G, as the case may be, the sound of R is added to P, B, K, or G, and is read before reading the sound of the character that crosses, and the crossing is indicated by l. c. "xr."

Practice the following examples:

pray, PxrA
regret, RGxret
agree, aGxrE
across, aKrawS
brown, BxrowNh
grow, GxrO

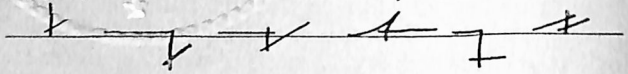


Sec. 100

When another character has been written first and is to be followed by Pr, Br, Kr, or Gr, the P, B, K, or G, is so written that the beginning crosses the character that comes before it and is indicated by l. c. "-xr."

Practice the following examples:

acre, A-xKr
baker, BA-xKr
bragger, Bxra-xGr
rubber, Ru-xBr
paper, PA-xPr
cracker, Kxra-xKr

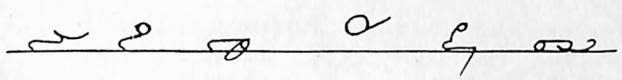


Word-Signs and Contractions

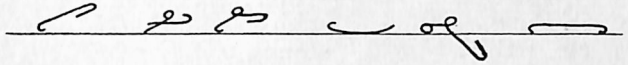
Sec. 101

Practice the following words:

pardon, PrdN
accuracy, KrS
purchase, PrCS
percentage, *J
supply, SuPlI
superintendent, SPrndNt



grant, Grnt
export, KS-xPrt
correspond, KrSPn
mail, Ml
supersede, sPrSEd
brethren, Brn



spirit, sPrit
superior, sPrR
appear, a-xPr
appearance, a-xPrns
February, F-xBr
labor, L-xBr
apprehend, a-xPrn
superintend, sPrntN
below, BlhO
average, aVRJ
sailor, SALR
etcher, eCR
market, MRKt
quote, :KwOt
supreme, sPrM
enable, NBl
effort, eFRt
chance, CNS
arrange, RNJ
together, TGThR
wherever, WRVR
wherefore, WRFR
silks, SiLhKS
desire, dSIR
soiled, SoiLd
occur, oKr
surprise, SPxrIS
hereafter, HrF
hereon, HrNh
floor, FLOR
share, ShR
protect, PxrOtK
present, PxreSNt
hopeful, hOPFL
prospect, PxroSP
proof, PxrOOF
prudent, PxrOOdNt
itemized, ItMsd
prepay, PxrEP
profit, PxrFt
Grand Rapids, Mich., GrndRP&ds MSh
Charles Burns, CRLS Brns
Birmingham, Ala., BrM HM alhaB
George Gardner, JRJ GrdNR
Baltimore, Md., BltMRMD
lecture, LKUR
teacher, TCR
liberty, Li-xBrt
opportunity, oPrnt

description, dsKrshn
promise, PxrMS
proper, PxroPr
ridiculous, RidKlS
bring, Bxri
sorry, SRi
carry, Kxri
April, PxriL
article, RtKL
proposition, PxroPshn
herein, HrN
hunger, H-uR
Johnson, JoNSN
dealer, dElhR
believe, BlV
longer, L-awR
experience, sPrns
abroad, Brd
rehearse, R-HrS
suppress, Su-xPrS
doctor, doKr
operate, oPrt
record, RKrd
regard, RGrd
Persinger, PrSi-NgR
rather, RaThr
stenographer, stN
stenography, stNi
represent, R-xPrSNt
telephone, TLF
whether, wThr
machine, MShN
Chicago, Ill., ShKG iLNS
China, CNa
error, eRR
part, Prt
perfect, PrFeK

Word Writing Exercise

Sec. 102

Write the following words:

Linger, spangle, wringer, supper, tangle, tingle, grain, brook, green, crease, brick, crack, crock, brig, brawn, crude, brave, breathe, brute, grist, grief, great, and crumb.

Sentence Writing Practice

Sec. 103

Write the following sentences:

1. The great tree with the bright green leaves swayed and creaked in the breeze.

2. It appears to us that the apples are below the average.

3. Your teacher may not want to go abroad unless you guarantee his expenses.

4. They use care in the purchase of their apples and guarantee those they export to be superior.

5. If they can secure the corner they desire they may build a church.

6. The other sailor appeared in person at the sale of slightly soiled silks.

Letter Writing Exercise

Sec. 104

Write the following letters:

Mr. Charles Burns, Grand Rapids, Mich.

Dear Sir: It appears to us that the etcher may decide to go abroad on a lecture tour. You might correspond with him about the matter, and find out whether or not he would care to appear before the public in person. If he is willing to go, we can guarantee his expenses and give him a percentage of the receipts.

We are mailing his book of etchings under separate cover.

Very truly yours,

Mr. James Sailor, Birmingham, Ala.

Dear Sir: There appears to be a good supply of Greening Apples, but we doubt your ability to secure enough to corner the market.

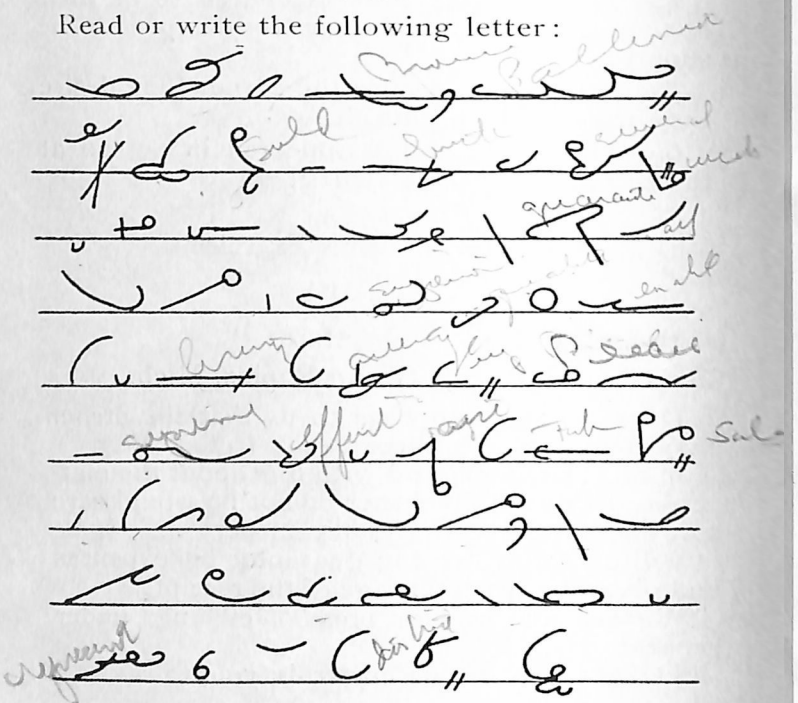
If you can guarantee those on which you quote to be superior to the last you shipped us, we may purchase a few cars.

Yours truly,

Letter Reading Exercise

Sec. 105

Read or write the following letter:



LESSON THIRTEEN

T and D by Crossing

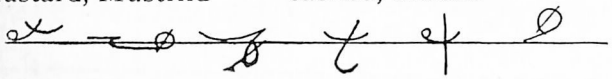
Sec. 106

When any character is written across any other than P, B, K, or G, the crossing indicates the sound of T or D, and is indicated by l. c. "xt" or "xd," as the case may be.

When it is necessary to add the sound of T or D to that of a large final circle or loop character, a little tick is written across the circle or loop, and is also described by "xt" or "xd."

Practice the following examples:

certain, SRxtN	entire, NxtIR
published, PuBlShxd	Sunday, SNxdA
mustard, Mustrxd	cashed, KShxt



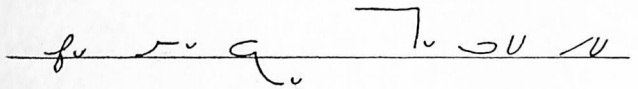
Tet, Ted, Det, Ded

Sec. 107

A final disconnected T represents "tet" or "ted," and a final disconnected D represents "det" or "ded," indicated by "-T" or "-D."

Practice the following examples:

resisted, RSist-T	debated, dBA-T
repeated, RP-T	ended, Nd-D
voted, VO-T	cadet, K-D



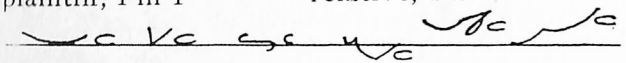
Tive and Tif

Sec. 108

A final disconnected F represents "tif," indicated by "-F," and a final disconnected V represents "tive," and is indicated by "-V."

Practice the following examples:

motive, Mo-V	talkative, TawK-V
active, aK-V	inquisitive, *NKist-V
plaintiff, Pln-F	relative, RL-V



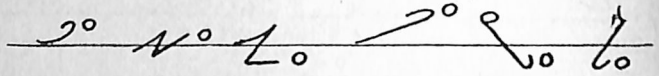
Ness

Sec. 109

The final syllable "ness" is represented by a final disconnected "S," and is indicated by "-S."

Practice the following words:

redness, Rd-S
quickness, :KwiK-S
ripeness, RIP-S
goodness, Gd-S
sweetness, SwEt-S
whiteness, hwIt-S



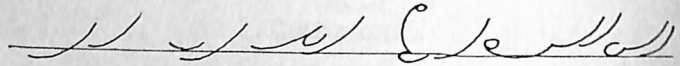
ingly

Sec. 110

The final syllables "ingly" are represented by a final disconnected "L," and indicated by "-L." (The final syllable "ly" is generally represented by L, attached.)

Practice the following examples:

willingly, wL-L
knowingly, N-L
lovingly, LV-L
soothingly, SOOTh-L
smilingly, SML-L
feelingly, Fl-L



Word-Signs and Contractions

Sec. 111

Practice the following words:

activity, aK-Vt
related, RL-T
kindness, Knd-S
dullness, duL-S
notice, NxtiS
immediately, iMhdL
facilitate, FSLxtAt
lady, Lxdi

collected, Kl-T
avoided, aV-D
negative, NeG-V
plaintive, Pln-V
wickedness, wiKd-S
inspected, *NSP-T
positive, PS-V
witness, wit-S
or witNS
advocated, axdVOK-T
lawlessness, LawlhS-S
Harkness, hoRK-S
defective, dFeK-V
carelessness, KrLS-S
pertain, PrxtAn
burden, Brxden
curtail, KrxtAL
garden, Grxden
per ton, Prxtun
per day, PrxdA
industry, *Nxdustr
fortune, FRxtUn
furniture, FRNxtUR
heretofore, HrxtOOFR
roadster, ROxdstR
notify, NxtFI
indeed, *NxdEd
advice, axdVIS
advise, axdVIZ
midst, mi&dsxt
advantage, axdVNt
nature, NxtUR
mature, MxtUR
reduce, RxdUS
already, L&Rxdi
seldom, SLxdM
ready, Rxdi
Portland Ore., PrtLN awRG
Pittsburgh, Pa., Pi&tsBRG Pns
sweat, Swet

Word Writing Exercise

Sec. 112

Write the following words:

Cheerfulness, idleness, laziness, playfulness, neatness, weakness, dusted, roasted, defeated, lighted, dative, gentleness, lawfulness, mightiness, tenderness, lightness, madness, plated, lawlessness, pitiless, sadness, dated, padded, shaded, sifted, noted, founded, endure, induce, return, retain, lashed, sighted, hushed, and plastered.

Sentence Writing Exercise

Sec. 113

Write the following sentences:

1. I desire to report that the talkative plaintiff looked angrily at his noted relative.

2. The inquisitive attorney asked the witness to have the goodness to state the motive.

3. The doctor noted the weakness of the natives and advocated that the war be ended, food collected, and hunger avoided.

4. In his record the noted author took the opportunity to relate the idleness, lawlessness, and wickedness of the natives.

5. Hereafter the machines must be dusted, inspected, and all nickle plated parts tightened.

6. It is indeed ridiculous that they seldom notify the people in time.

7. His advice is that it is proper and prudent to protect the furniture by crating.

8. If he should notice the true nature of the case it is possible that he may promise to reduce the fee.

9. Nothing could induce the bride and groom to endure the gray gloom of the brown brig.

Letter Writing Exercise

Sec. 114

Write the following letters:

Messrs. Harkness & Persinger, Chicago, Ill.

Gentlemen: We wish to report that in the last machine sent us in February, some parts are defective. Some of the most active parts we can loosen with our fingers. Please see that such carelessness does not occur again.

We must take this opportunity to state that we are not at liberty to impose upon our customers. They are talkative and quick to find fault, so make sure hereafter that each machine is dusted, inspected, and all nickle plated parts tightened.

Yours very truly,

Mr. Andrew Bright, Portland, Oregon.

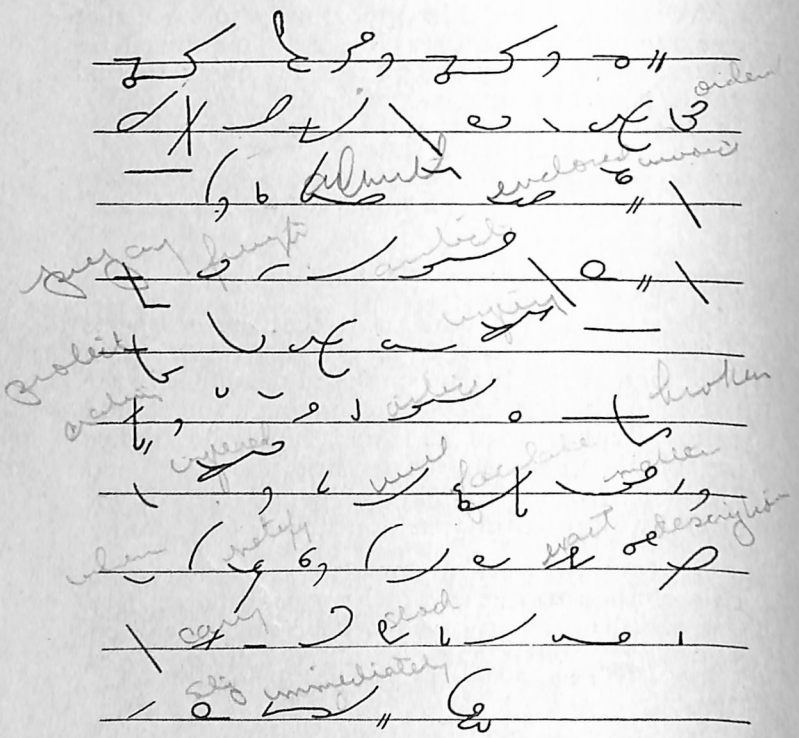
Dear Sir: Do you know that the prospects in the pressed brick industry are brighter than ever before? In the enclosed pamphlet is the proof of the fortune awaiting you. You should take advantage of the surprisingly low price at which these shares in Brighton Gray and Brown Pressed Brick are being offered, for such an opportunity seldom comes to a man.

We believe you are prudent enough to grab this chance to get in on the ground floor. Say the word and one of us will be glad to call on you and present the entire proposition. Act quick. Hopefully yours,

Letter Reading Exercise

Sec. 115

Read or write the following letter:



LESSON FOURTEEN

Con, Com or Cog

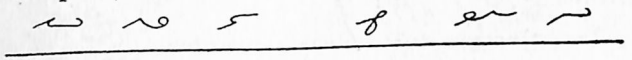
Sec. 116

The initial syllable con, com, or cog, is repre-

sented by a very short "K tick" written High usually connected, and indicated by l. c. "k."

Practice the following examples:

complete, kPlt	consist, kSist
commence, kNS	concern, kSRN
compare, kPr	compete, kPt



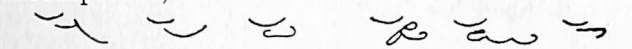
Incon, Incom, or Incog

Sec. 117

The initial syllables incon, incom, or incog, are generally represented by writing N High, disconnected, just over the remainder of the word, and is indicated by "*N-."

Practice the following examples:

incognito, *N-NtO	inconsistent,
income, *NKM	*N-SistNt
incomplete, *N-Plt	inconvenient,
incompetent, *N-Pn	*N-VNNt



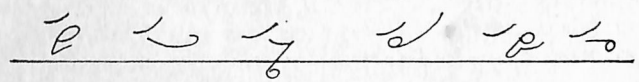
Recon, Recom, or Recog

Sec. 118

The initial syllables recon, recom, or recog, are represented by writing R HIGH, just over the remainder of the word, and are indicated by "*R-."

Practice the following examples:

reconstruct, *R-struK	reconcile, *R-SL
recommend, *R-Md	reconsider, *-SidR
recognize, *R-NIS	recompense, *R-Pns



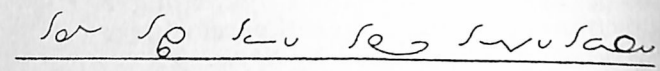
Uncon or Uncom

Sec. 119

The initial syllables uncon or uncom are represented by writing "un" HIGH, just in front of or over the remainder of the word, and is indicated by "*un-."

Practice the following examples:

unconcern, *un-SRN
unconscious, *un-ShuS
uncompleted, *un-Pl-T
unconsumed, *un-SMd
unconnected, *un-NeK-T
unconventional, *un-VNShNL



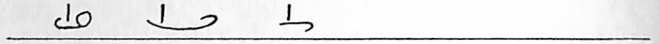
accom

Sec. 120

Short "a" written HIGH, over another character, may be used to represent "accom," and is indicated by "a-."

Practice the following examples:

accomplish, *a-PlSh
accommodate, *a-Md
accompany, *a-Pn



Word-Signs and Contractions

Sec. 121

Practice the following words:

company, k
combine, kBn
community, kMnxti
Connor, k&R
concession, kSeshn
commodity, kMxdit

conclusion, kKlshn
consent, kSNt
recommence, *R-MNS
construction, kstruKshn
commander, kMNdR
consequence, knsKns
uncontrolled, *un-TRLd
conservative, kSRV-V
committee, kMxtE
conceive, kSEV
compute, kPUt
confirm, kF&RM
conform, kFRM
conversation, kVRSAshn
condition, kshn
counter, ktR
composition, kPSishn
duplicate, dUPlt
number, Nu
describe, dsKr
f. o. b., FOB
commerce, kMRS
complicate, kPliKt
convenient, kVNNt
Concord, N. H., kKrd N-H
Worcester, Mass. wOOstr MaS
art, oRt
similar, SMLR
smaller, SMawlhR
retail, RtL
minute, Mnt
change, CNJ
trust, TRst
value, VLU
inconvenience, *N-VNS
continuance, ktNNS
condense, kdNS
complain, kPln
deliver, dLVR
scheme, SKM
magazine, maGSN
within, win
classes, KlSs
subscription, sKrshn
manufacture, MNFR
employed, e-mpld
consequently, knsKntL
unable, uNhBl
Philadelphia, FLdLFa
statutory, statRi
patent, PtNt
involve, *NVLV
copyright, KPxrIt
patronage, PatRNJ

Word Writing Exercise

Sec. 122

Write the following words:

Comet, confuse, inconceivable, cognition, unconfined, comfort, concert, compact, concede, confess, concise, consider.

Sentence Writing Exercise

Sec. 123

Write the following sentences:

1. It is a complete surprise to this concern that the article sold by this company does not compare favorably with any other similar commodity.

2. The combine may find it convenient to reconsider its decision regarding the concession.

3. The community came to the conclusion that his consent would enable many to recommence construction work upon uncompleted buildings.

4. The incompetent commander conceded that in consequence of the uprising the men were now uncontrolled.

5. The conservative committee conceived the idea of having the cost computed.

Letter Writing Exercise

Sec. 124

Write the following letter:

Comfort Shoe Company, Worcester, Mass.

Gentlemen: Your list of retail shoe concerns was mailed on June 10. Owing to the fact that at the last minute we had to make some changes, there was a slight delay which we trust has not inconvenienced you. You will also have the advantage that this list will be more accurate.

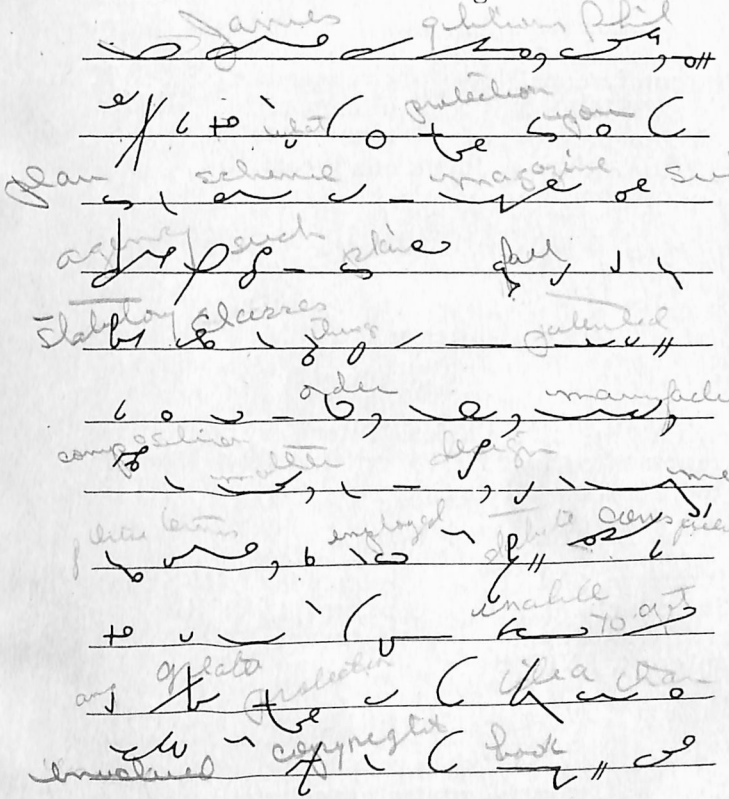
Thanking you for the favor of your letter and order, and trusting to have a continuance of your valued patronage, we are

Very truly yours,

Letter Writing Exercise

Sec. 125

Read or write the following letter:



LESSON FIFTEEN

Circum

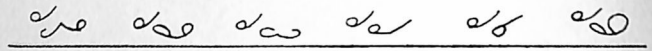
Sec. 127

The initial syllables "circum" are repre-

sented by writing "SR" HIGH, just over the remainder of the word, and are indicated by "*SR-."

Practice the following:

circumference, *SR-FRNS
circumspect, *SR-SPK
circumscribe, *SR-sKr
circumstance, *SR-stNS
circumstantial, *SR-stNSh
circumvent, *SR-VNt



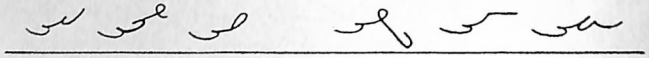
inter or intro

Sec. 128

The initial syllables "inter" or "intro" are represented by "NtR" written HIGH and are indicated by "*NtR."

Practice the following:

interfere, *NtRFR
intercede, *NtRSEd
introduction, *NtRdKshn
interrupt, *NtRP
intervene, *NtRVN
interest, *NtRst



contra, contro, or counter

Sec. 129

The initial syllables "contra," "contro," or "counter," are represented by "ktR" written HIGH, and are indicated by "ktR."

Practice the following:

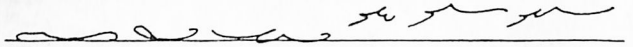
control, ktRL
contrary, ktRR
controversy, ktRVRSi
contrive, ktRV
contract, ktRK
contradict, ktRdK

ment and ments

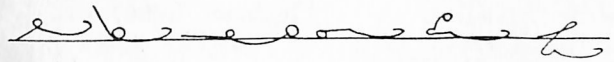
The final syllable "ment" is represented by "Mt" and "ments" is represented by "M&ts," and are so indicated.

Practice the following:

permanent, PrMnt
counterfeit, ktRFT
statement, stMt
countermand, ktRMn
movement, MVMt
counterclaim, ktRKlM



casement, KSMt
experiment, sPrMt
easement, ESMt
supplement, SuPlMt
basements, BSM&ts
excitement, KSItMt

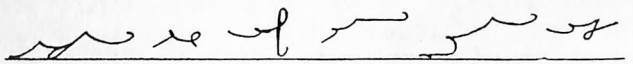


Word-Signs and Contractions

Sec. 130

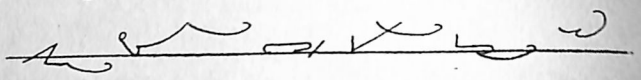
Practice the following words:

arrangement, RNJMt
contribute, ktRBt
contention, ktNshn
parliament, PRLMt
interstate, *NtRstAt
intrinsic, *NtRinsK



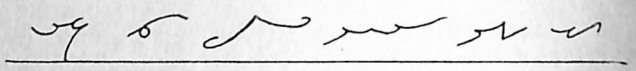
equipment, :KwiPMt
settlement, SetLMt
printing, Prnt-i

agreement, aGxrMt
appointment, aPntMt
inferior, *NFRR



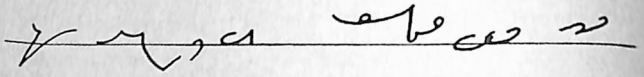
interview, *NtRVU
counsel, knsL
development, dVLMt

continental, ktNNtL
counteract, ktRaK
incline, *NKln



while, hwIL
Roanoke, Va., RNOK VRa

insulators, *NSLtRS
Hartford, Conn., HrxtFRd knKt



instruction, *NstruKshn
Addressograph, adRSOGrF
cabinet, KaBnt
equip, :KwiP
operator, oPrtR

print, Prnt
introductory, *NtRdR
qualification, :KwlFiKshn
Guthrie, Okla., GuThri OKl

Word Writing Practice

Sec. 131

Write the following words:

Counterpoint, countersign, countersink, interact, interlude, interlace, intrude, intervene, interpose, intrigue, ferment, rudiment, ornament, contrite, interlock.

Sentence Writing Practice

Sec. 132

Write the following sentences:

1. In the opinion of the contractor the intrinsic value of the insulators was small.

2. We may contrive to make some permanent arrangement by which we may interfere with the movement.

3. Parliament will contribute to the development of the new experiment.

4. He made the statement that the judgment would end the controversy and allow the counterclaim.

5. The counterfeit contract caused great excitement and interrupted the introductory remarks of the opposing counsel.

Letter Writing Exercise

Sec. 133

Write the following letters:

Mr. L. A. Conner, Concord, N. H.

Dear Mr. Connor: This will confirm the writer's conversation with you regarding the "Model A" Addressograph which we have for sale and which we can deliver in good condition in sixty days or less.

The machine consists of one Addressograph complete, in an oak cabinet, in which there are twenty-seven steel drawers, with a filing capacity of about two thousand names.

The machine is equipped with the following extras: One skipping device, enabling operator to print all addresses in duplicate, if desired; or to repeat any address any number of times; one counter for keeping record of names printed.

For this machine, complete, as described above, we will take $80.00 f. o. b. Philadelphia.

Yours very truly,

Interstate Equipment Co., Richmond, Ind.

Gentlemen: Contrary to our instructions, you included inferior insulators in the contract with the Continental Construction Company. We have concluded to cancel the contract so as to counteract any possibility of further controversy, as we are not inclined to contradict their contention that they have good reason to countermand the order.

Yours truly,

Mr. Oscar Marmon, Hartford, Conn.

Dear Mr. Marmon: Your application, stating that you desire to make a permanent connection with our firm, has been received.

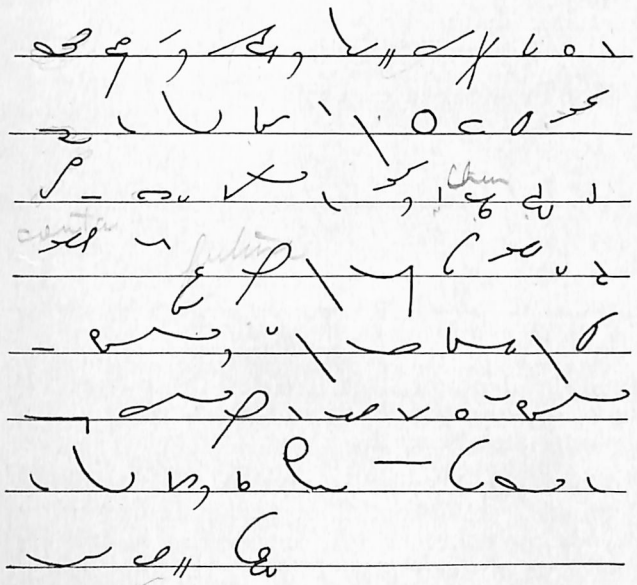
We suggest that you write a complete statement of what you consider your qualifications and if, in our judgment, an interview seems worth while, an appointment will be made for some convenient time.

Yours very truly,

Letter Reading Exercise

Sec. 134

Read or write the following letter:



LESSON SIXTEEN

Numbers

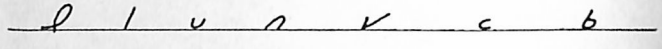
Sec. 135

Ordinary numerals will do for shorthand use if there is but little occasion to write figures when taking dictation, and many employers prefer to have their stenographers write plain numerals. In certain lines of business, however, such as lumber, insurance, contracting, manufacturing, etc., it is essential that the

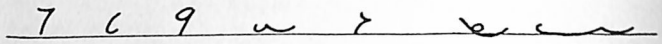
stenographer be able to write figures rapidly and accurately. The following numerals are as distinct as ordinary numerals, and are far more rapid. They are used in the reading exercises in this book and, therefore, the student will become familiar with them.

The numerals are as follows:

0 1 2 3 4 5 6



7 8 9 10 100 1,000 1,000,000



In writing fractions, write the numerator over the denominator. Write the numerator on the line in the shorthand notebook, and the denominator beneath.

No decimal point is needed when writing decimals. Write the numerals representing dollars, or other things, on the line and write the cents or decimals HIGH. It is not necessary to indicate that the sum is "dollars" or "cents" unless the amount written is all dollars or is all cents. In a column of figures representing dollars and cents, follow the general rule of writing figures for dollars on the line and figures for cents HIGH.

When writing feet and inches, figures for feet may be written on the line, inches above the line. The same principle may be applied to pounds and ounces, yards and quarter yards, etc. If desired, the usual symbols, (′) and (″), may be used to indicate feet and inches. In

lumber measurements, a v-shaped character may be written HIGH to indicate "x."

The contractions for 10, 100, 1000, 1,000,000 should be used only when writing numbers that are multiples of these.

Write the figures from 1 to 100, using shorthand numerals.

Write the following numbers with shorthand characters:

11 23 34 52 33 75 29 22 53 55
450 243 367 417 458 684 693 530 789 806
¼ ⅜ 2-5 ¾ 2-3 2-9 5-6 11-12 4-15 9-25
15-32 3940 1987645 37-132 $236.75 $15.35 4′ 33″
2″x4″x20′ 9¾ yds. 7 lbs. 5 oz. 25c 16⅓c
29 22 53 55 450 243 367 417
458 684 693 229 530 799 806
386 1123 3277 2863 3824 4076
5200 5000 5001 3940 1987645 3/7
4 lbs. 7 oz. $15.35 $200.00 25c 3′ 5″
9-3/4 yds. $2.90.

Practice writing various combinations of dollars and cents, such as may be found in any school arithmetic.

Sentence Writing Practice

Sec. 136

Write the following sentences:

1. Your Policy No. 45792 will mature in about five months.

2. We carry the following sizes in stock: 6⅜, 8½, 8⅜, 9¼, and 10⅞.

3. Our terms are $100.00 cash, or $10.00 down and $5.00 a month for eighteen months, and interest at 6 per cent.

4. We will pay $3,000.00 cash and give you a paid-up policy for $3,000.00.

5. In your statement of January 23, two items, gloves, $4.50, and veil, $5.00, were neither ordered nor received.

Letter Writing Exercise

Sec. 137

Write the following letter:

Messrs. Barnett & Weaver, Malwaukee, Wis.
(Ml-wawK wiS)

Gentlemen: We quote you the following prices, f. o. b. Chicago, if we receive your order within thirty days:

No. 973—8¼x10⅞, 6⅜, $2.50.
No. 974—8½x13¼, 6⅜, $2.75.
No. 975—8⅜x13⅞, 6⅜, $2.90.

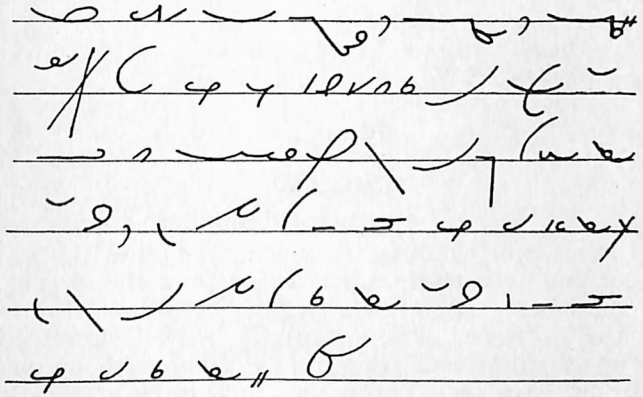
These are all special sizes and we should receive your order at least three days before we are to make shipment.

Yours very truly,

Letter Reading Exercise

Sec. 138

Read or write the following letter:



LESSON SEVENTEEN

Points of the Compass

Sec. 139

In writing deeds, and also in general work, reference is frequently made to the points of the compass.

Practice the following:

North, N&R
South, Sth
East, Est
West, Wst
Northern, N&Rn
Southern, Sthn
Eastern, EstrN
Western, WstrN
North-easterly, NREstrL
North-westerly, N&ROOstrL
South-easterly, SthstrL
South-westerly, SWstrL

Northerly, NRL
Southerly, SthL
Easterly, EstrL
Westerly, WstrL
Northeast, NREst
Northwest, N&ROOst
Southeast, Sthst
Southwest, SWst
North-eastern, NREstrN
North-western, N&ROOstrN
South-eastern, SthstrN
South-western, SWstrN

Phrasing

Sec. 140

A phrase, in shorthand, consists of two or three words that can be written together in one continuous outline more easily than the words could be written separately. Such words as "the," "have," "a," "and," "be," "should," "shall," and "can" combine readily with many other words. There are hundreds of word combinations that may be written to advantage as shorthand phrases. The following brief list is sufficient to give the student an idea of phrasing and its possibilities.

Practice the following phrases:

Your letter of, URLtRo
Your favor of, URFVRo
shall be, ShLB
shall be able to, ShLBlt
should be, ShB
as soon as, aSOONhS
as you know, aSUNh
will you, wLU
can you, KU
we cannot, wEKn
I shall see, IShLSE
we would, wEd
as you have, aSUV
we trust, wEtRst
I am not, IMht
in answer, *NansR
to be, TB
to be able to, TBlt
C. O. D., CD
parcel post, PrSPst
in reply, *NRP

do you, DU
did you, dDU
for some time, FRSMtM
for your reply, FRURP
from you, FMU
has been, HSBn
would be, wDB
cannot, Kn
in reply to, *NRPt
and so forth, aSFR
etc., e&ts
fob, FOB
of the, oth
of it, oit
we have, wEV
we have not, wEVNt
we shall be, wEShLB

Word Writing Practice

Sec. 141

Practice the following words:

adjusted, aJst-T
agent, AJN
Albert, aL-xBrt
Allen, alhen
annoyance, anoins
alley, alhi
apology, PlJi
appoint, aPnt
appreciate, a-xPrSh
Atlanta, Ga., atLNxta, Ja
authority, awThrxti
bearer, BRR
between, :TwN
bill, Bi
clerk, KlRK
Cleveland, KlV
complaint, kPlnt
concluded, kKl-D
constituted, kstU-T
convey, kVA
corporation, KrPrshn
correct, KRK
court, KORt
section, SKshn
selection, SleKshn
share, ShR
shipment, ShPMt
sort, SawRt
storage, stORJ
substitution, SBstshn
tender, TNdR
thence, thns
therefore, ThrFR
Topeka, Kans, TPKns
Townsend, TowNSN
trial, TRL
virtue, VRxtU
visit, Vist
Walter, wawlhtR
washer, woShR
whatsoever, wTSOVR
whereas, WRaS
whereof, WRo
wherever, WRVR
wherefore, WRFR
wholesale, hOSL
William, wLM

Cypress, SI-xPrS
deposit, dPst
Ellen, elhen
equal, :EKwl
era, ERa
evidence, dNS
fall, Fawlh
garment, GRMt
glove, GlV
grant, Grnt
hand, HN
Harold, HrOlhd
Harris, H&RiS
heavy, HVi
hereof, Hro
hereunto, HruNht
himself, HMSLF
intents, *NtN&ts
introduce, *NtRxdUS
Jacksonville, Fla., JaKSNVL FL&Rxda
largest, LRst
left, LFT
lowest, LOst
New York, NRK
Norfolk, NFOK
Oliver, olhVR
otherwise, uThrIS
pair, PR
parallel, PRL
party, PRxti
party of the first part, PrFRst
party of the second part PrSKn
Patterson, PatRSN
point, Pnt
policy, PlSi
mature, MxtUR
month, MTh
per cent, PrSNt
paid-up, PdP
neither, NThr
holeproof, hOlhxPrF
Beechnut, BCNt
domino, dMNO
Stetson, ste&tsN
Victrola, ViKtRLa
Columbia, Klu-mba
noiseless, NoiSLS
Radio, RxdO
Congoleum, knGOlhM
Goodyear, Gd-YR
Cadillac, KadLK
Kodak, KOdK
Delco, dLKO
Mimeograph, MiMhGrF
Multigraph, MuLGrF
Klaxon, KlaKSN
Asbestos, aSBstS
Underwood, uNhdR-wD
Lithograph, LThOGrF
Remington, RMNtN
Mazda, Msda
Fairbanks, FRBnKS
Goodrich, GdRC
Corona, KxrONa
Paramount, PaRMt
Prohibition, PxriBshn
Dalton, dalhtN
Burroughs, BuROS

premises, PrMSs
property, PxrOPrt
proved, PxrOOVd
refund, RFN
requisite, RKSit
revocation, RVOKshn
satisfactorily, SatiSFL
second, SKnd
Comptometer, ktMtR
Timken, TiMhKn
Edison, ediSN
Hamilton, haMltN
Amalgamated, aMhG-T
radiator, RxdAtR
Micrometer, MKrMtR

LESSON EIGHTEEN

General Dictation

Sec. 142

When called to take dictation, the stenographer should bring several sharpened pencils. It is a good plan to keep a blotter, or something, in the notebook so it will always open at the first blank page. There should be no reason for keeping the dictator waiting. If more than one person dictates to the same stenographer, it is best to have a separate notebook for each dictator and put his name on the cover.

It is advisable to write the date at the beginning of the notes for each day, and it is also a good plan to put the date on each page of notes as they are transcribed. At the conclusion of the dictation, the person dictating may give the stenographer the letters to which answers were made, and the stenographer may examine them to learn the proper spelling of the names and addresses. Some dictators, instead of giving the address, assign a number to

each letter and write the number on the letter being answered, so that the stenographer may obtain the address after the dictation is over.

When taking dictation it is poor practice to omit words, although some stenographers omit such words as "of," "a," "to," etc., when dictation is given to them at a more rapid rate than usual. An effort should be made to write every word dictated; if a word is difficult to write, do not waste time trying to think of the best outline, but write something, if only the first syllable of the word, and go on to the next word. When dictation is not distinct and it is not convenient to have it repeated at the time, the omission of words should be indicated in some way and the correct wording inserted later.

Quotations well known to the stenographer need not be written in full; usually it is sufficient to write the opening and closing words of the quotation, with a long dash between.

Proper names, unless difficult to pronounce or spell, can be easily written with this system of shorthand, and need not always be written in full after having once been fully written in the stenographer's notes.

A beginning stenographer often profits by reading a letter before transcribing it. The typewritten letter should be examined carefully for errors in spelling, punctuation, and arrangement. Remember that carelessly written letters do not pave the way for an increase in salary.

How To Acquire Speed

Sec. 143

No one should expect to become an accurate and rapid stenographer without practicing for several months after completing the work of the textbook. It is necessary to acquire a good general vocabulary. This can be accomplished best by practicing and memorizing the word-signs and contractions as given in the textbook and in the shorthand dictionary, and by writing the letters contained in "Cook's Concentrated Dictation Sheets," until each letter can be written at the rate of one hundred words a minute.

A student, when reading the daily newspaper or a magazine, will find it profitable to consider the best shorthand outline for each new word that comes to his attention.

Letter Writing Practice

Sec. 144

Each of the following ten letters should be written repeatedly. Combinations of words that can be easily phrased are printed with blackface type. The number of words in each letter is placed in parentheses after the letter; the words in addresses are not counted.

(1)

Mr. Harold E. Cramer,
Jacksonville, Fla.

Dear Sir: We greatly regret **that you** were caused any annoyance by the carelessness **of a**

clerk, who, having proved himself incompetent, has left our service. We enclose the correct bill and offer apologies for the error.

Yours truly, (39)

(2)

New Era Company,

Topeka, Kansas.

Gentlemen: Will you please inform us if you can deliver immediately at our New York store, three of your New Era Washers, or, if you are unable to arrange this, upon what date you could make delivery?

Yours very truly, (40)

(3)

Messrs. A. B. Raymond & Co.,
Baltimore, Md.

Gentlemen: Upon examining your bill for last shipment of goods, I find that you have charged me for four dozen pairs of silk gloves which I never ordered nor received. I enclose the bill that the error may be corrected.

Yours very respectfully, (44)

(4)

Lane & Meadows,
Detroit, Mich.

Dear Sirs: We have your letter of the 18th and shall be pleased to have your agent call as soon as possible. As a matter of fact, we are not in need of new stock right now but

expect to be in a month or so. As you know, business has been slack for some time, but we believe that now the tide is turning.

Yours truly,

(5)

Mr. Clyde H. Adams,
Cleveland, Ohio.

Dear Mr. Adams: The bearer of this, Mr. William Noble, is a dry goods dealer in our town who visits your city for the purpose of making purchases for his fall trade.

Mr. Noble is a heavy dealer in his line, pays cash for all he buys, and expects the lowest prices and largest discounts. Any favor you can tender him by introducing him to your leading wholesale houses, or otherwise, will be appreciated by Mr. Noble and acknowledged by your friend.

Yours truly,

(6)

Miss Ellen M. Peters,
Atlanta, Ga.

Dear Miss Peters: If the cape shipped you is moth-eaten, as you say, please return it to us and we will send another of equal or better value. It is very rarely that we have a complaint of this sort, as we use the greatest care in the selection and storage of our garments. We can find no evidence of moth injury in the stock on hand.

Assuring you that the matter will be properly adjusted or your money refunded, we are,

Very truly yours,

(7)

Mr. John Simmons,
Dayton, Ohio.

Dear Sir: We have concluded to give you a trial and would like to have you get here as soon as you can. Of course, you understand, we cannot promise you employment for any stated length of time, as that depends entirely on the work you do. We have the work to be done and hope you will be able to do it satisfactorily, but we would not advise you to make permanent plans until we get better acquainted.

Yours very truly,

(8) (Extract from Abstract of Title)

BEGINNING at a point on the west side of Cypress Street, 40 feet south of the southwest corner of Patterson and Cypress Streets; thence running west parallel with Patterson Street 130 feet to an alley; thence south with said alley 40 feet to a point; thence east 130 feet to a point on Cypress Street; thence north with Cypress Street 40 feet to the place of BEGINNING; and

KNOWN as Lot 8, Section 24, as shown by the map of the Allen Land Company's Addition to the City of Richmond, Virginia; and

BEING the same property conveyed to Mrs. Oliver A. Lane, September 15, 1922, by Oliver A. Lane, by deed recorded in the Clerk's Office of the Corporation Court for the City of Richmond, Virginia, in Deed Book 330, page 337.

(9) (Extract from Agreement)

This AGREEMENT made this 3rd day of August, one thousand nine hundred and seven, between Wesley Townsend, of Richmond, party of the first part, and Walter Harris, of Norfolk, party of the second part,

WITNESSETH that, WHEREAS, there have been deposited with the First National Bank Fifty shares of the capital stock of the General Finance Company of Richmond, Twenty shares of which are the property of said Walter Harris, and Thirty shares are the property of said Wesley Townsend,

NOW, THEREFORE, in consideration of the premises and the sum of One Dollar, by each to the other paid, the receipt whereof is acknowledged, it is agreed, by and between the parties to these presents, the said First National Bank also assenting thereto,
(party of the first part, PrFrst)
(party of the second part, PrSKn)

(10) (Power of Attorney)

KNOW ALL MEN BY THESE PRESENTS,

That I, Thomas Payne, have made, constituted, and appointed, and do by these presents make, constitute and appoint Albert Hayden my true and lawful attorney, for me and in my name, place, and stead.

Giving and granting unto my said attorney full power and authority to do and perform all and every act and thing whatsoever, requisite and necessary to be done in and about the premises, as fully, to all intents and purposes,

as I might or could do if personally present, with full power of substitution and revocation, hereby ratifying and confirming all the said attorney shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this eighth day of February, 1916.

To the Student

Do not think that because you have completed this textbook that you are entirely through with it. Keep this book handy and whenever you have a little spare time, look over the pages and write the reading exercises over again and again until you know every character at sight.

ROANOKE CITY PUBLIC LIBRARY
V REF 653 C772i
Cook, Jesse Leander, 187 003
International memoscript ; or, 010104
0 1194 0248690 4